

# Selling Mortgages to Freddie Mac Guarantor and MultiLender Swap

## User Guide

September 2016

# Introduction to the Selling System

# Chapter 1

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## Overview of the Selling System

The selling system is a web-based system that integrates all secondary marketing functions on one platform. This system provides a seamless secondary marketing process that incorporates the pricing, contracting, loan entry, loan allocation, purchase edits, note certification, contract settlement and funding functions. It links together all the secondary marketing steps, reducing the need to interact with multiple systems. You can sell loans to Freddie Mac for cash through Mandatory Cash contracts and Best Efforts contracts, on a servicing-retained and servicing-released basis, or through Guarantor or MultiLender Swap (known as MultiLender in the selling system) in exchange for participation certificates.

## Hours of Operation

### ***Normal System Hours of Operations***

8:00 a.m. – 8:00 p.m. ET, Monday through Friday business days

### ***Contract Execution Availability***

- **Guarantor and MultiLender Execution Availability:** 8:00 a.m. - 8:00 p.m. ET, Monday through Friday business days

## User Roles

User roles determine a designated user's authority within an organization to access various screens and perform selected functions within the application.

The selling system has defined several user roles for the Cash, Guarantor and MultiLender executions. To obtain access to the selling system or modify and/or delete an existing user, complete [Form 900](#), *Selling System Authorized User Identification and Certification Form* and return it in accordance with the instructions on the form. Your organization may assign multiple user roles to an individual.

Please note: Once you receive your user ID and password, test them immediately to ensure that you have the appropriate access.

# Introduction to the Selling System

Use the following table to help you determine which tasks each user role can accomplish.

User Roles	
If you need to...	One of your user roles must include...
Change User Context Take Out Cash Contract Accept or reject contract pricing View the Exclusionary List	Cash SMO
Change User Context Take Out a Guarantor or MultiLender Contract View Settlement Statements Approve/disapprove proposed certification changes Search for Loans Search for Contracts	Guarantor SMO
Change User Context Search for Contracts Search for Loans View and control the Contract Pipeline View and control the Loan Pipeline	Pipeline Manager
Change User Context Pair-off Contracts (Cash) Add Loans to Contract Remove Loans from Contracts Price Loan Against Contract Search for Contracts Manage Templates Request FM Price Sheet Search for Loans	Secondary Analyst
Change User Context Create New Loans Modify Loans Import Loans Import from Loan Prospector® Modify Best Efforts Import (Cash) View Import Results Customize Import Formats Delete Loans Search for Loans	Loan Manager

## Introduction to the Selling System

User Roles	
If you need to...	One of your user roles must include...
Change User Context Review Certification Issues View Evaluation Issues Clear Loan Edits Evaluate Loans Enter Settlement Details Create/View Certification Forms Manage Settlement Forms View Settlement Statements Search for Loans Search for Contracts Designate a Warehouse Lender Access Transfer Servicing Instructions (Cash only)	Closer/Shipper
Change User Context Search for Contracts View Certification Pipeline	Delayed Note Certification Manager
Change User Context Create Certification Forms Search for Contracts View Certification Forms	Delayed Note Certification Officer

Additional Roles for Guarantor and MultiLender	
If you need to...	One of your user roles must include...
Change User Context Create Security Wire Transfer Instructions Edit Security Wire Transfer Instructions Delete Security Wire Transfer Instructions (The employee assigned to this role may not have the role of Setup Manager.)	Set Up Administrator (Guarantor)
Change User Context Approve Security Wire Transfer Instructions Reject Security Wire Transfer Instructions	Setup Manager (Guarantor)
Select Security Wire Transfer Instructions Assign Security Wire Transfer Instructions Remove Security Wire Transfer Instructions	Security Wire Assignor (Guarantor)
View Freddie Mac's Exclusionary List	Exclusionary List

# Introduction to the Selling System

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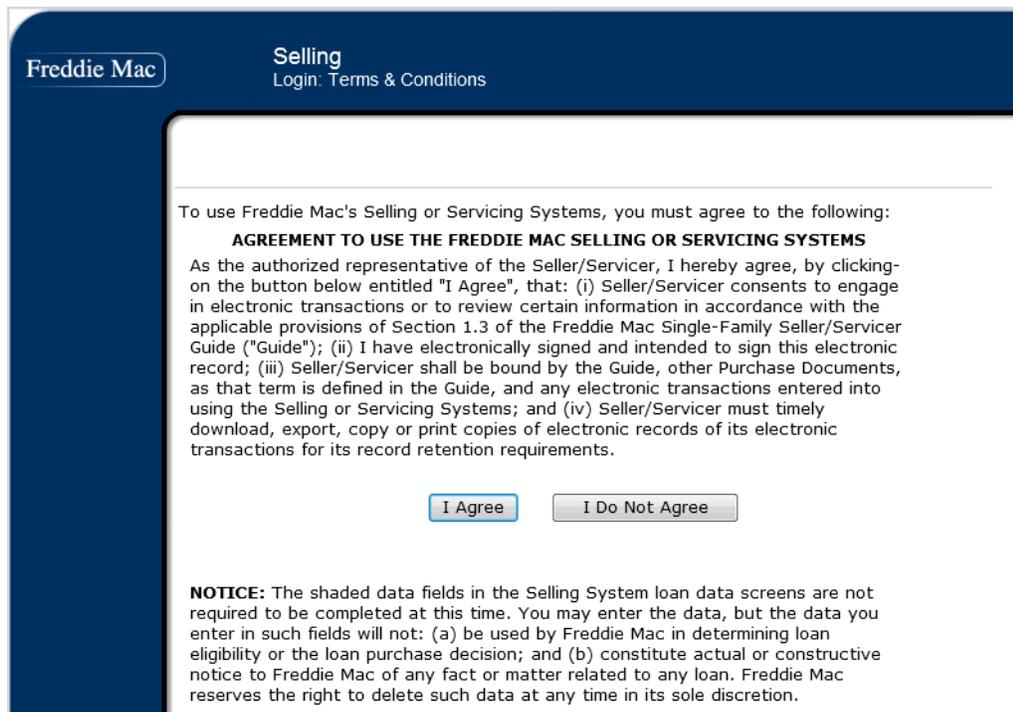
## Logging On

You must connect to the Internet before you can use the selling system. Once you connect:

1. Enter the following URL in your browser: <https://sell.FreddieMac.com/>. The log-in screen displays. Freddie Mac recommends that you bookmark this location.



2. Enter you **User name** and **Password**.
3. Click **OK**. The Login: Terms & Conditions screen will display



4. Review the Terms & Conditions and click **I Agree** to indicate you want to proceed.

# Introduction to the Selling System

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5. Select your Role Type and click **Continue**.

The screenshot shows the 'Role Types' login screen. At the top left is the 'Freddie Mac' logo. To its right, the text reads 'Selling' and 'Login: Role Types'. Below this is a section titled 'Role Types'. The main content area contains the instruction: 'First, please select which Role type you want to work as :'. There are three radio button options: 'Seller/Serviceicer', 'Document Custodian', and 'Freddie Mac'. A 'Continue' button is positioned below these options. At the bottom right, there is a link for 'Build Information'. At the bottom center, there is a disclaimer: 'By using this website, you agree to be bound by the attached Terms & Conditions. If you have comments concerning our website, please contact the Freddie Mac Webmaster. © 1997 Freddie Mac, revised 2001'.

6. Enter your **Unit ID** and/or **Seller/Serviceicer Number** (for Seller/Serviceicer role) or **Unit ID** and/or **Document Custodian Number** (for Document Custodian role). If you selected Freddie Mac role, the Welcome screen displays automatically.

The screenshot shows the 'Context' login screen. At the top left is the 'Freddie Mac' logo. To its right, the text reads 'Selling' and 'Login: Context'. Below this is a section titled 'Context'. The main content area contains the instruction: 'Next, fill in One or both of the fields below :'. There are two input fields: 'Unit ID :' and 'Seller/Serviceicer Number :'. Below these fields are 'Back' and 'Continue' buttons. At the bottom right, there is a link for 'Build Information'. At the bottom center, there is a disclaimer: 'By using this website, you agree to be bound by the attached Terms & Conditions. If you have comments concerning our website, please contact the Freddie Mac Webmaster. © 1997 Freddie Mac, revised 2001'.

7. Click **Continue**.

The Welcome screen displays. This is also known as the home page of the selling system.

# Introduction to the Selling System

Home Help News Contact Us Admin Logout FreddieMac.com

**Freddie Mac**  
Selling  
Welcome to the Selling System

**Welcome to the Freddie Mac Selling System**

**2 days left until the selling system is updated with the ULDD Phase 2 requirements**  
Beginning May 19, the selling system will contain the ULDD Phase 2 requirements, which are effective for all loans with Application Received Dates on or after March 1, 2014, and delivered on or after August 25, 2014.

**The Latest News as of May 8, 2014**

**Prepare for the Selling System Update on May 19**  
The selling system transition period begins on Monday, May 19, when the selling system will be updated for the ULDD Phase 2 requirements. Read our [Single-Family News Center](#) article with important information to help ensure your loans continue to process and fund smoothly, before and after the update.

New ULDD tutorials to help you prepare:

- [Prepare for the ULDD Phase 2 Conversion](#) job aid
- [Get Ready for ULDD Phase 2](#) tutorial

**Customer Test Environment Now Available**  
The Freddie Mac selling system customer test environment (CTE) is now available to help you prepare for the Uniform Loan Delivery Dataset (ULDD) Phase 2 requirements. Access the CTE using your existing login credentials to preview the ULDD selling system, which will be updated with the Phase 2 requirements on Monday, May 19, 2014. For more information, read our [Single-Family News Center](#) [article](#).

**Historical Loan Data**  
Beginning April 14, 2014, the selling system provides a new feature that provides you with access to historical loan delivery data for fulfilled contracts and the loans associated with those contracts. For more information, read our [Single-Family News Center](#) [article](#).

**Self-Service Password Reset Capability – Action Required**  
Create your user profile today to manage your personal information and password for Single-Family business applications. Click [here](#) to get started. For more information, read our [Single-Family News Center](#) [article](#).

**Selling System Resources**  
Visit FreddieMac.com for information and resources on the following topics:

- [Selling System Tips for Resolving Delivery Edits](#)
- [Selling and Delivering Loans](#)
- [Selling System Resources](#)
- [Training and Resources](#)
- [Selling System Updates, 2nd Quarter 2014 Tutorial](#)

For the latest information on the selling system performance, please sign up for a technology alert on the FreddieMac.com [Subscription Center](#).

**Possible Selling System Compatibility Issues with Internet Explorer 10 or Higher**  
The selling system is currently certified on Windows Internet Explorer Version 9.0. Sellers who use Windows Internet Explorer 10 or higher may experience compatibility issues when using the selling system. Adding the selling system to the list of sites in Internet Explorer's Compatibility View may help resolve this issue. Please work with your internal IT department if you continue to experience problems.

**Remember to Log In to Avoid Service Interruptions**  
In order to keep your access to Freddie Mac systems active and prevent service interruption, you must sign in to each account every 120 days. Please remind other users within your organization of this requirement, if applicable. If you have any questions, please call 800-FREDDIE.

**Selling System Hours of Operation**  
8 a.m. – 8 p.m. ET, Monday through Friday business days. Visit our [online listing](#) for a complete schedule, including holiday hours.

**Customer Service**  
8 a.m. – 8 p.m. ET, Monday through Friday business days. Call (800) FREDDIE and enter "3" for loan delivery.

**Pricing and Contracting**  
• Request FM Price Sheet  
• Take Out Cash Contract  
• Take Out Guarantor Contract  
• Add Loans to Contract  
• Remove Loans from Contract  
• Pair-Off Contract  
• Manage Templates

**Loans**  
• Loan Pipeline  
• Create New Loan  
• View Evaluation  
• Issues  
• View Evaluation Results  
• MISMO XML Import  
• Import from LP  
• View Import Results  
• Customize Import Formats  
• Export Data  
• View Export Results

**Settlement**  
• Review Certification  
• Issues  
• Enter Settlement  
• Details  
• Create/View  
• Certification Forms  
• View Settlement  
• Statements  
• Transfer Servicing  
• Instructions

• View Contract Pipeline

• View Exclusionary List  
• Search For Contracts



This page will provide updates regarding the selling system. It is updated regularly, so check it often.

## Navigation

It is easy to navigate in the selling system. Each screen has two main navigation components—the top menu bar and the left navigation bar.

# Introduction to the Selling System

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## Top Menu Bar

The menu bar is located across the top of each screen and offers support functionality to users of the selling system.



The following table describes the various features and functions available on the Top Menu Bar.

Top Menu Bar Features and Functions	
Tab Name	Description
Home	The <b>Home</b> tab always returns you to the Welcome screen/home page of the selling system.
Help	The <b>Help</b> tab links to Online Help which provides process overviews, procedures, and video clips on how to complete tasks within the selling system.
News	The <b>News</b> tab will take you to Freddie Mac's Selling System News page which provides timely information about system features and other news.
Contact Us	The <b>Contact Us</b> tab provides customer-service contact information.
Admin	The <b>Admin</b> tab allows the Setup Administrator user role to create new and edit existing wire instructions (for Guarantor and MultiLender sellers only).
Logout	The <b>Logout</b> tab logs you out of the selling system.
FreddieMac.com	The <b>FreddieMac.com</b> tab links to FreddieMac.com, our corporate website.

## Left Navigation Bar

The left navigation bar (shown on previous page, with blue background) enables you to access and perform many different functions in the selling system. The particular user role(s) assigned to you determines what functions you can access. Only those functions available to your user role will display in the left navigation bar.

## Introduction to the Selling System

The selling system functions accessible from the left navigation bar are described in the table below.

Functionality	Allows the user to . . .
<b>Pricing and Contracting</b>	
Request FM Price Sheet (Cash Only)	<ul style="list-style-type: none"> <li>▪ Request, print and export Freddie Mac Price Sheets</li> <li>▪ View Exhibit 19, Postsettlement Delivery Fees</li> <li>▪ Execute a Freddie Mac Cash Contract</li> </ul>
Take Out Cash Contract	Execute a Freddie Mac Cash contract
Take Out Guarantor Contract	Execute a Freddie Mac Guarantor contract
Add Loans to Contract	Add loans to a contract to fulfill the contract terms
Remove Loans From Contract	Remove loans from a contract
Pair-Off Contract (Cash Only)	Cancel all or part of the remaining balance on a contract if the contract cannot be fulfilled. A fee may be assessed
Manage Templates	Create and modify contract templates
Import Guarantor Contracts	Import Guarantor Contract
View Import Contract Results	View the results of the import
<b>Loans</b>	
Loan Pipeline	<ul style="list-style-type: none"> <li>▪ Manage loans in your pipeline</li> <li>▪ View, modify, evaluate, and delete pipeline loans</li> <li>▪ Compare pipeline loans with loan data in Loan Prospector®</li> </ul>
Create New Loan	Enter a new loan into the system to fulfill contract terms
View Evaluation Issues	Search and view loans with evaluation issues
View Evaluation Results	Check the progress of loan evaluation and access loan evaluation results
MISMO XML Import	Import loans into the system using the ULDD specification based on the MISMO v3.0 standard
Import from LP	Import loan data from Loan Prospector into the system to fulfill contract terms
View Import Results	View the results of an import
Customize Import Formats	Create customized import formats for loan data
Export Data	Export loan or contract data into a CSV (comma-delimited), Excel, or XML format
View Export Results	<ul style="list-style-type: none"> <li>▪ Check the progress of export files</li> <li>▪ Access completed export files</li> <li>▪ Download export files</li> </ul>

## Introduction to the Selling System

Functionality	Allows the user to . . .
<b>Settlement</b>	
Review Certification Issues	Identify certification issues on loans submitted for certification
Enter Settlement Details	<ul style="list-style-type: none"> <li>▪ Select wiring instructions</li> <li>▪ Select a Warehouse Lender, if applicable</li> <li>▪ Select the Servicer, if applicable</li> <li>▪ Change your default Custodian, if applicable</li> </ul>
Create/View Certification Forms	Build, view and print: <ul style="list-style-type: none"> <li>▪ Form 996E <i>Warehouse Provider Release and Transfer</i></li> <li>▪ Form 1034E <i>Custodial Certification Schedule</i></li> <li>▪ Note Delivery Cover Sheet</li> </ul>
Record Warehouse Lender Release	Indicates the Warehouse Lender has released its security interest in the Notes. You must confirm the Wire Instructions.
View Warehouse Lender Release	Print and View Form 996E <i>Warehouse Provider Release and Transfer</i>
View Settlement Statements	Print and view: <ul style="list-style-type: none"> <li>▪ <i>Loan Purchase Statement</i></li> <li>▪ <i>Funding (Settlement) Detail Report</i></li> </ul>
Transfer Servicing Instructions (Cash Servicing Released Only)	Print and view: <ul style="list-style-type: none"> <li>▪ Transfer of Servicing Packaging and Shipping Instructions</li> <li>▪ Document Checklist</li> <li>▪ Seller Payment/Refund Transmittal</li> </ul>
<b>Other</b>	
View Contract Pipeline	View all of your organization's contract activity in the system and search for contracts in your pipeline
View Exclusionary List	Print and view Freddie Mac's Exclusionary List
Search for Contracts	Search for contracts in your pipeline
Change User Context	Log in using a different seller number (when your company has more than one) or branch (if applicable) without completely logging out of the system

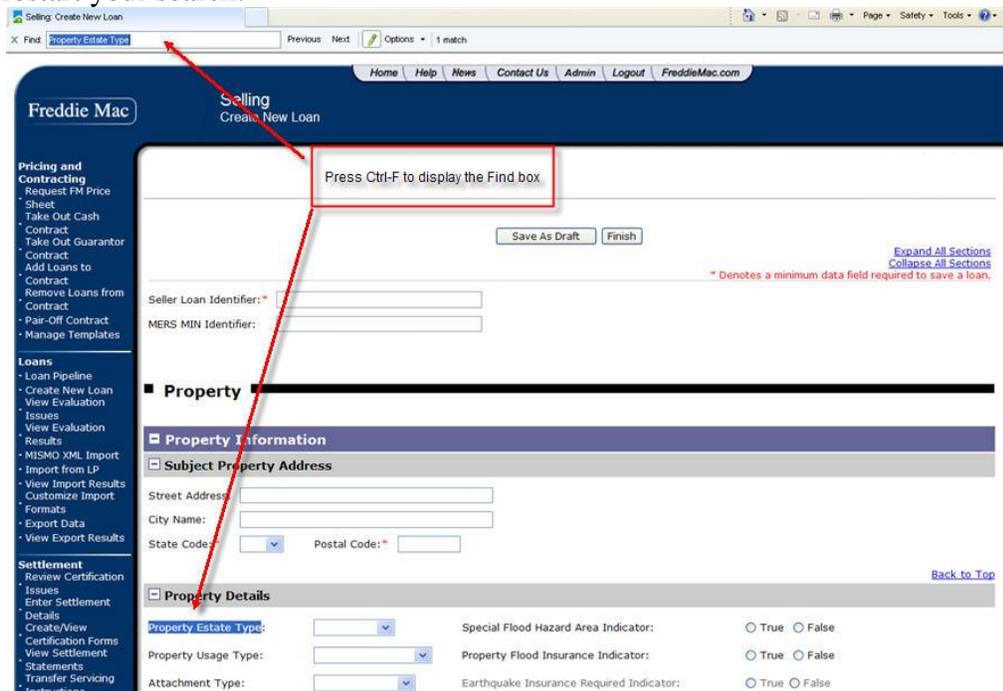
### Find Feature

The find feature in the selling system will help you find information. Just key in the name of the topic, the function name or the data field name and the system will find it by searching in the screen/page you are viewing. The find feature will help you when clearing loan edits. For instance, when you search for a data point name, the system conducts a search based on the screen (or loan state) you are viewing. To use the find feature, follow these procedures:

1. Press **Ctrl F** on your keyboard to access the Find feature. The Find box will display.
2. Enter the ULDD data point field name.
3. Press the **Enter** key or click "**Next**".

# Introduction to the Selling System

The system locates and highlights each occurrence of the data point. If no results display, confirm the spelling of the data point, or select another loan state tab and restart your search.



## Selling System Help

When you sell loans to Freddie Mac, you have comprehensive help to guide you through available functionality. Several types of help are available, including online help, live support, instructor-led training, and the Learning Center on [FreddieMac.com/learn](http://FreddieMac.com/learn).

## Selling System News

To provide you with the best Web-based, all-in-one solution for pricing, contracting, and delivery, Freddie Mac periodically updates the way you sell loans to us by making system enhancements and performance improvements. Freddie Mac provides pricing updates, new execution and delivery requirements, and ULDD announcements via the News tab.

To access the News tab while in the selling system, go to the top menu bar and click on News.



The Single-Family News Center: Sell and Deliver page displays.

# Introduction to the Selling System

The screenshot displays the Freddie Mac website's 'Sell and Deliver' page. At the top, there is a navigation bar with 'MENU', 'HOME', 'Careers', and 'Contact Us', along with a search bar and 'SEARCH' button. The Freddie Mac logo and tagline 'We make home possible®' are on the left, and social media icons for Facebook, LinkedIn, YouTube, and Twitter are on the right. The main content area is divided into a sidebar on the left and a main body. The sidebar lists categories like 'Single-Family', 'Mortgage Products', 'Servicing', 'The Guide and Forms', 'Single-Family News Center', 'Subscription Center', 'The Learning Center', 'Housing Professionals', and 'Multifamily'. The main body features a large banner for 'The New Guide format is coming' with a 'CHANGE AHEAD' sign and a '40 Days To Go!' countdown. Below the banner are sections for 'Selling System', 'Loan Quality Advisor', and 'Loan Coverage Advisor®', each with a brief description and a 'Login' button. A 'Loan Advisor Suite™' section is also visible, indicating it is coming in 2016. A 'Resources' section lists links for 'Quick Tips on Guide Features', 'Upcoming Requirement Changes [PDF]', 'ULDD', and 'Representation and Warranty'.

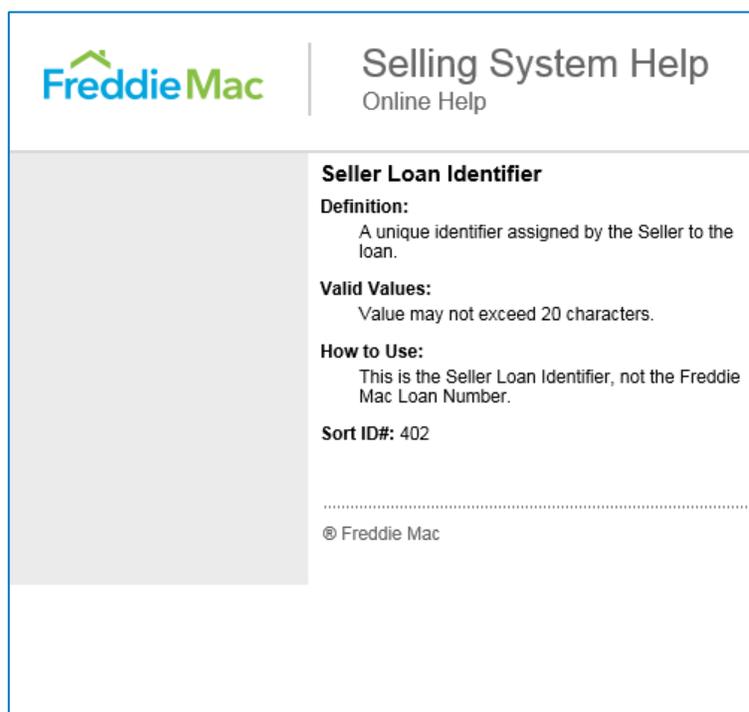
## Field-Level Help

The selling system now provides help at the field level. When on the Create New Loan screen, you can access help by clicking the data point name. The online help window opens and displays the following:

- **Definition.** Provides a definition for the data point you selected. (Each data point in the Create/Modify Loan screen has field-level help.)
- **Valid Values.** Describes the values available in the drop-down menus that are allowable by Freddie Mac, including how and when to select them. Additionally, for those fields into which text must be entered, describes the number of characters allowed and the proper format to use. For example, some data points prohibit decimal places while others (Note Amount) accept them.
- **When to Use.** Describes whether the data point is required based on if you are delivering Phase 1 data points or Phase 2.
- **How to Use.** Provides additional information if needed.
- **Sort ID#.** Allows you to cross reference the associated data point with Appendices A and D of *Single Family Seller/Service Guide* Chapter 6302. This can help when mapping to your internal systems or attempting to clear a selling system edit.

# Introduction to the Selling System

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The screenshot shows a help page with the Freddie Mac logo in the top left. The page title is "Selling System Help" with "Online Help" below it. The main content area is titled "Seller Loan Identifier" and includes the following sections:

- Definition:** A unique identifier assigned by the Seller to the loan.
- Valid Values:** Value may not exceed 20 characters.
- How to Use:** This is the Seller Loan Identifier, not the Freddie Mac Loan Number.
- Sort ID#:** 402

At the bottom of the content area, there is a dotted line followed by the copyright notice "© Freddie Mac".

## ***Online Help***

Online help provides process overviews, procedures, and the most current user guides. You can access Online Help from any screen within the system, by clicking the Help tab on the top menu bar. The main help menu displays allowing you to select the function with which you need help.

## ***Live Support***

Customers may obtain live support by calling (800) FREDDIE and selecting “3” for delivery. The support line is available Monday through Friday from 8:00 a.m. until 8:00 p.m. Eastern Time.

# Guarantor and MultiLender Swap Purchase Programs

## Chapter 2

### Overview

Through the Guarantor and MultiLender Swap program, you sell eligible mortgages to Freddie Mac in exchange for a Freddie Mac Participation Certificate (PC).

### Guarantor and MultiLender Swap Purchase Programs

Freddie Mac offers the following programs that provide PCs in exchange for mortgages:

#### Guarantor Program

- The Fixed-Rate Guarantor – allows you to sell your conventional fixed-rate mortgages and FHA/VA mortgages in exchange for Freddie Mac Participation Certificates (PCs) representing an undivided interest in the same mortgages.
- The Weighted Average Coupon (WAC) ARM Guarantor – allows you to sell your conventional nonconvertible CMT- and LIBOR-indexed ARMs in exchange for WAC ARM PCs.

#### MultiLender Swap Program

The MultiLender Swap program allows you to sell your fixed-rate mortgages in exchange for a pro-rata share of Freddie Mac PCs backed by the same mortgages and in some cases, mortgages sold to Freddie Mac by one or more other Sellers. The MultiLender Swap program is referred to as Multilender in the selling system.

For more information on contract characteristics, eligible mortgages, pooling requirements and more, refer to *Single-Family Seller/Servicer Guide* (Guide) Chapters 6201, 6202, and Chapter 3, Guarantor and MultiLender Contracts, in this user guide.

### Mortgage Participation Certificate

Mortgage Participation Certificates (PCs) are pass-through, mortgage-backed securities. A PC represents a beneficial ownership interest in a specified pool of mortgages.

The principal and interest (P&I) payments for each mortgage in a PC Pool are “passed through” to the security investor. For example:

1. The borrower makes a P&I payment to the servicer.
2. The servicer subtracts the servicing spread and remits the remaining amount to Freddie Mac.

# Guarantor and MultiLender Swap Purchase Programs

- Freddie Mac retains its management and guarantee fee (Freddie Mac’s compensation for guaranteeing payments to the investor) and passes through the principal and remaining interest to the PC holder.

## Classes of Securities

The Securities Industry and Financial Markets Association (SIFMA) established three classes of securities to group mortgages by product type. The table below lists each class title and its associated product type description.

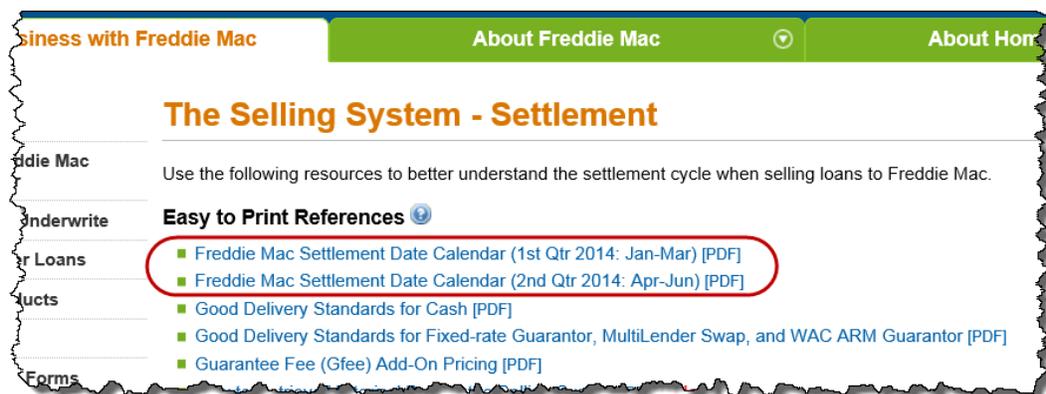
Class	Description
Class A	30- & 20-year securities
Class B	15-year securities
Class D	ARM Securities

## Settlement Date Schedule

The Securities Industry and Financial Markets Association (SIFMA) maintain a settlement schedule that shows the settlement dates for each corresponding class of securities. This schedule is currently called “MBS Notification and Settlement Dates” and can be found on their website at <http://www.sifma.org/issues/capital-markets/securitization/agency-mbs-market-practices/resources/>.

Freddie Mac publishes a Settlement Date Schedule based on the information released by SIFMA that may be subject to change by SIFMA. The Freddie Mac Settlement Date Schedule for the selling system is located in [The Learning Center](#) on FreddieMac.com. Follow the steps below to access this schedule:

- Go to [www.FreddieMac.com/learn/deliver/settlement.html](http://www.FreddieMac.com/learn/deliver/settlement.html)
- The Selling System – Settlement page displays. Select the calendar you want to access. Calendars are issued on a quarterly basis.



# Guarantor and MultiLender Swap Purchase Programs

## Sample Freddie Mac Settlement Date Schedule – Selling System Only



April 2016

Freddie Mac Settlement Date Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Settlement Dates/Definitions:</b> 4/13/16 Class A (Gold Securities – 30/20 yr) 4/18/16 Class B (Gold Securities – 15 yr) 4/21/16 Class D (All ARMs Securities)				1
* MultiLender only: Sellers can deliver 1-day Gold Rush any day of the month, subject to the MLS Month End limitations shown on the calendar.				
4	5	6 Final Delivery Date – 5-day settlement cycle (13 <sup>th</sup> )	7 Final Delivery Date – Gold Rush 4-day settlement cycle (13 <sup>th</sup> )	8 Final Delivery Date – Gold Rush 3-day settlement cycle (13 <sup>th</sup> )
11 Final Delivery Date – 5-day settlement cycle (18 <sup>th</sup> )	12 Final Delivery Date – Gold Rush 1-4 day settlement cycle (13 <sup>th</sup> )*  Final Delivery Date – Gold Rush 4-day settlement cycle (18 <sup>th</sup> )	13 Final Delivery Date – Gold Rush 3-4 day settlement cycle (18 <sup>th</sup> )  SIFMA Trade all 30/20 yr	14 Final Delivery Date – Freddie Mac, 20-yr & super conforming MLS Month End 5-day settlement cycle (21 <sup>st</sup> )	15 Final Delivery Date – Gold Rush 1-4 day settlement cycle (18 <sup>th</sup> )*  Final Delivery Date – Freddie Mac, 20-yr & super conforming MLS Month End Gold Rush 4-day settlement cycle (21 <sup>st</sup> )
18 Final Delivery Date – Freddie Mac, 20-yr & super conforming MLS Month End Gold Rush 3-day settlement cycle (21 <sup>st</sup> )  SIFMA Trade all 15 yr	19	20 Final Delivery Date – Freddie Mac, 20-yr & super conforming MLS Month End Gold Rush 1-day settlement cycle (21 <sup>st</sup> )*  Final Delivery Date – 15/30-yr MLS Month End 5-day settlement cycle (27 <sup>th</sup> )	21 Final Delivery Date – 15/30-yr MLS Month End Gold Rush 4-day settlement cycle (27 <sup>th</sup> )  SIFMA Trade all ARMs  20-yr & super conforming MLS Month End	22 Final Delivery Date – 15/30-yr MLS Month End Gold Rush 3-day settlement cycle (27 <sup>th</sup> )  Final Delivery Date Guarantor Month End 5-day settlement cycle (29 <sup>th</sup> )
25	26 Final Delivery Date – 15/30-yr MLS Month End Gold Rush 1-day settlement cycle (27 <sup>th</sup> )	27  15/30-yr MLS Month End	28	29  Guarantor Month End

### Master Agreements and Master Commitments

A Master Agreement provides the terms for origination, underwriting, delivery and other relevant terms under which Freddie Mac will purchase eligible mortgages over a fixed period of time.

A Master Agreement and/or a Master Commitment are a binding contract between Freddie Mac and the Seller. These contracts (or Purchase Contracts) contain Seller- and/or Servicer-specific, negotiated terms for the purchase, sale and servicing of mortgages. In order to obtain pricing terms necessary to sell eligible mortgages to Freddie Mac under the Guarantor or MultiLender Swap programs, the Seller must enter into a Master Commitment. A Master Commitment is usually issued in conjunction with a Master Agreement, but may not be.

See Guide Chapter 1501 for additional information about Master Agreements and Master Commitments.

# Guarantor and MultiLender Contracts

## Chapter 3

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### Overview

This chapter contains an overview of Guarantor and MultiLender contracts, a listing of contract data fields, general contract requirements, an example of the Contract Details screen, and provides information on the Contract Pipeline.

A contract (also known as a purchase contract) is an agreement between the Seller and Freddie Mac covering the purchase of a specific dollar amount of mortgages, the Seller's obligation to deliver such mortgages and the delivery period. Within the selling system the seller can take out a contract to sell loans to Freddie Mac. The *Single-Family Seller/Servicer Guide* (Guide) governs the business relationship between a Seller/Servicer and Freddie Mac relating to the sale and servicing of mortgages and may be supplemented by other negotiated terms that constitute part of the Seller/Servicer's Purchase Documents, as that term is defined in the Guide Glossary. See Guide Chapter 1501 for information on Master Agreements and Master Commitments that provide Seller- or Servicer-specific negotiated terms, and also for more information about Guide Plus Additional Provisions.

### Master Agreements and Master Commitments

You must enter into a Master Commitment in order to sell mortgages to Freddie Mac under the Guarantor or MultiLender Swap programs. Your Master Commitment may or may not be issued under a Master Agreement and will contain the Seller-specific pricing terms under which Freddie Mac will purchase eligible mortgages during a specified period of time. Master Commitments incorporate the Guide and any other applicable Purchase Documents by reference.

For more information on Master Agreements and Master Commitments refer to Guide Chapter 1501 and Chapter 2 of this user guide.

### Before You Take Out a Contract

When you are ready to take out a Guarantor or MultiLender contract in the selling system for the purpose of fulfilling the sale, ensure that security wire instructions are set up and saved in the selling system. The assignment of wire instructions must be completed for each individual contract. Wire instructions must be approved and assigned by 8:00 pm Eastern Time on the Final Delivery Date in order for the contract to move to a Ready to Fund state. Refer to Chapter 9, *Security Wire Instructions*, for information on how to set up and approve the security wire instructions and the user roles associated with these tasks.

# Guarantor and MultiLender Contracts

## Types of Guarantor and MultiLender Contracts

You may take out the following types of contracts in the selling system:

- Fixed-rate Guarantor
- WAC ARM Guarantor
- MultiLender Swap (this program is referred to as MultiLender in the selling system)

## General Pooling Requirements and Eligible Products for Guarantor and MultiLender Swap Contracts

The following tables contain general pooling requirements and eligible products for Guarantor and MultiLender Swap contracts.

For more information, refer to Guide Chapters 6201, 6202, 6203 and 6302.

Fixed-Rate Guarantor Contracts	
<b>Eligible Mortgage Products</b>	<ul style="list-style-type: none"> <li>• 15-, 20-, and 30-year fixed-rate mortgages.</li> <li>• Up to 30-year fully amortizing FHA/VA fixed-rate mortgages.</li> <li>• See Exhibit 17S in the Guide for more information about eligible products.</li> </ul>
<b>Pooling and Special Sales Requirements</b>	<ul style="list-style-type: none"> <li>• 15- and 30-year fixed-rate mortgages must be pooled separately.</li> <li>• 20-year fixed-rate mortgages must be pooled separately to receive a 20-year PC prefix. Otherwise, they must be pooled with 30-year fixed-rate mortgages in a 30-year PC prefix. 30-year fixed-rate mortgages may not be pooled <b>with 40-year fixed-rate mortgages</b>.</li> <li>• Minimum pooling amount for Gold PCs is \$1 million.</li> <li>• Minimum pooling amount for mini-Gold PCs is \$250,000.</li> <li>• Fixed-rate super conforming mortgages are TBA eligible as long as they do not exceed 10 percent of the unpaid principal balance of all mortgages in the applicable pool and other applicable <i>de minimus</i> requirements are met.</li> <li>• Fixed-rate Relief Refinance Mortgages<sup>SM</sup> with LTV ratios less than or equal to 105 percent may be pooled with other mortgages without additional pooling requirements.</li> <li>• Fixed-rate Relief Refinance Mortgages with LTV ratios greater than 105 percent must be pooled separately in PC pools comprised entirely of Relief Refinance Mortgages with LTV ratios greater than 105 percent. These PC pools are not eligible for sale in the TBA market.</li> </ul> <p>See Guide Chapter 6202 for complete pooling and disclosure requirements for fixed-rate mortgages, and Guide Sections 4302.3 and 4303.4 for pooling and disclosure requirements for Relief Refinance Mortgages</p>

## Guarantor and MultiLender Contracts

<b>WAC ARM Guarantor</b>	
<b>Eligible Mortgage Products</b>	<ul style="list-style-type: none"> <li>• Whole ARM products that adjust using the 1-, 3- or 5-Year Weekly Constant Maturity Treasury (CMT) Index or the 6-Month and 1-Year London Interbank Offered Rate (LIBOR) Index.</li> <li>• Refer to Guide Chapter 4401 and Exhibit 17S for a list of eligible ARM products and to Guide Chapter 6201 and Chapter 6202 for information about their pooling requirements.</li> </ul>
<b>Pooling and Special Sales Requirements</b>	<ul style="list-style-type: none"> <li>• All ARMs must have an original term of 30 years (360 months) or less.</li> <li>• Minimum pool size is \$500,000.</li> <li>• All ARMs must have the same: Index, Lookback Period, Initial Period, Adjustment Period (interval between periodic interest rate adjustments), Initial Cap (see Guide Section 6202.4 for exceptions), and Periodic Cap.</li> <li>• Adjustable-rate Relief Refinance Mortgages with LTV ratios less than or equal to 105 percent may be pooled with other mortgages without additional pooling requirements.</li> <li>• Adjustable-rate Relief Refinance Mortgages with LTV ratios greater than 105 percent are not eligible for sale.</li> <li>• A WAC ARM Guarantor contract is an optional delivery commitment.</li> </ul>

<b>MultiLender Swap Program</b>	
<b>Eligible Mortgages</b>	<p>Receive a pro rata share of a Freddie Mac Giant PC for:</p> <ul style="list-style-type: none"> <li>• Conventional 15- and 30-year fixed-rate mortgages.</li> <li>• Conventional 20-year fixed-rate mortgages delivered into 30-year PC pools.</li> </ul> <p>Receive a pro rata share of a Freddie Mac Gold PC for:</p> <ul style="list-style-type: none"> <li>• Conventional 20-year fixed-rate mortgages delivered into 20-year PC pools.</li> <li>• FHA/VA mortgages.</li> </ul> <p>For more information on eligible mortgage products, refer to Guide Chapters 6201, 6202 and 6205, and Exhibit 17S.</p> <p>Please note: Relief Refinance Mortgages with LTV ratios greater than 105 percent are not eligible for sale through the MultiLender Swap program.</p>
<b>Pooling and Special Sales Requirements</b>	<ul style="list-style-type: none"> <li>• 15- and 30-year fixed-rate mortgages must be pooled separately.</li> <li>• 20-year fixed-rate mortgages must be pooled separately to receive a 20-year PC prefix. Otherwise, they must be pooled with 30-year fixed-rate mortgages in a 30-year PC prefix.</li> <li>• FHA/VA mortgages can be pooled together.</li> <li>• Minimum commitment amount of \$1,000.</li> </ul>

## Guarantor and MultiLender Contracts

MultiLender Swap Program	
	<ul style="list-style-type: none"><li>• Fixed-rate super conforming mortgages are TBA eligible as long as they do not exceed 10 percent of the unpaid principal balance of all mortgages in the applicable pool and other applicable <i>de minimus</i> requirements are met.</li><li>• Your mortgages must fit into one of the Note Rate ranges that Freddie Mac posts on the major rate services and on FreddieMac.com. Click here to access the posting: <a href="#">MultiLender Pools</a>. (Depending on market conditions, Freddie Mac posts MultiLender pool settlement dates throughout the month.)</li></ul> <p>Refer to Guide Section 6201.4 MultiLender Swap posting information. See Guide Chapter 6202 for pooling and disclosure requirements for fixed-rate mortgages.</p>

### Contract Options

When you take out a Guarantor or MultiLender contract in the selling system, you are effectively taking out a contract with Freddie Mac. Each contract has specific terms and options. The sections below will help you understand the contract options and data field descriptions. In addition, this section contains information on Buy up/Buy down Options, links to access the online tool for contract data field descriptions and a summary of the contract details screen.

### Settlement Cycles

The Settlement Cycle (known in the selling system as the Settlement Cycle Days) is an option you select when you take out a Guarantor or MultiLender contract.

The Settlement Cycle is the period during which Freddie Mac broadcasts the PC Pool to the Federal Reserve; publishes pool disclosure statistics; and prepares the Funding Detail Report and Form 15A or Form 15C, *Loan Purchase Statement*, as applicable. For mortgages sold through the Freddie Mac selling system, this period begins on the morning after the Final Delivery Date and ends on the Settlement Date. In addition, in the selling system, the terms Settlement Cycle, funding cycle and purchase cycle can be used interchangeably.

Program Name	Settlement Cycle Days Options
Fixed-Rate Guarantor Program	3-, 4-, or 5-day Settlement Cycle
WAC ARM Guarantor Program	3-, 4-, or 5-day Settlement Cycle
MultiLender SWAP Program	1-, 3-, 4-, or 5-day Settlement Cycle

**A Gold Rush fee is assessed when you select a Settlement Cycle of less than 5 days.**

## Guarantor and MultiLender Contracts

### Servicing Spreads

The servicing spread is known in the selling system as the Minimum Servicing Spread. When you take out a contract in the selling system, you must indicate the servicing spread for the contract. Refer to Guide Sections 6101.6(c), 6102.9(b), 6201.3(a)(b)(c) for information regarding the Minimum Servicing Spread requirements for mortgages sold to Freddie Mac.

Program Name	Minimum/Maximum Contract Servicing Spread
<b>Fixed-Rate Guarantor</b>	Minimum servicing spread is 0.25% (25 basis points) Maximum servicing spread is 2.00% (200 basis points)
<b>WAC ARM Guarantor</b>	Minimum servicing spread is 0.25% (25 basis points) Maximum servicing spread is 2.00% (200 basis points)
<b>MultiLender Swap</b>	Minimum servicing spread is 0.25% (25 basis points) Maximum servicing spread is 1.25% (125 basis points)

### Remittance Cycles

The remittance cycle is an option you select at the time you take out the contract. The remittance cycle option determines when the principal and interest (P&I) payment is due to Freddie Mac. The remittance option will display on the Funding Details Report sent to you at the time of funding.

Remittance Cycles	Program Name
<b>Gold</b>	Fixed-Rate Guarantor MultiLender Swap
<b>First Tuesday</b>	Fixed-Rate Guarantor WAC ARM Guarantor Multi-Lender Swap
<b>Accelerated Remittance Cycle (ARC)</b>	WAC ARM Guarantor
<b>Super Accelerated Remittance Cycle (Super ARC)</b>	Fixed-Rate Guarantor Multi-Lender Swap

See Guide Sections 6201.8 and 8303.18 for more information on the remittance cycles.

# Guarantor and MultiLender Contracts

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## Servicing Options

The servicing option indicates the Freddie Mac-approved Servicer that will service the mortgages sold to Freddie Mac. There are two options available:

- Servicing Retained should be selected when you retain Servicing.
- Concurrent Transfer of Servicing (CTOS) should be selected when you transfer servicing concurrently with the sale of mortgages to Freddie Mac. A CTOS must meet the requirements of *Guide* Chapter 7101. The CTOS option requires pre-approval by Freddie Mac. If you are not pre-approved for the CTOS option, the selling system will prevent you from selecting this option when you take out a contract.

## Note-Level Buy Up/Buy Down Option

The note-level buy up/buy down option is available under the fixed-rate Guarantor and MultiLender programs. If the note-level buy up/buy down option is permitted under Guide Section 6201.8, unless otherwise stated in the Master Commitment, you may elect the note-level buy up/buy down option when taking out a fixed-rate Guarantor or MultiLender Swap Contract.

Refer to the following Guide Sections for more information on note-level buy up/buy down:

- Sections 6201.8 for information on the Note-level Buy up and Buy down formula Monthly Invoice of Buy up proceeds/Buy down fees.
- Section 6201.8, for additional information on buy up and buy down options under Fixed-Rate Guarantor and MultiLender Swap Contracts.
- Chapter 6303 for additional information on buy up/buy down payments and credits (general billing of proceeds and fees).

## Contract Data Fields Descriptions

When you take out a contract in the selling system, you will complete the informational data required to create the contract terms. Access the [online tool](#) and view the contract data field descriptions for the following contract types:

- [Fixed-rate Guarantor Contract Data Fields](#)
- [WAC ARM Guarantor Contract Data Fields](#)
- [MultiLender Swap Contract Data Fields](#)

## The Contract Details Screen

The Contract Details screen will display after you create a contract and accept the contract terms. This screen allows you to manage your contract. It contains a Summary of Contract Terms which, at a minimum, include the Funding Status, Servicing Terms, Pricing Information and Loan Summary Information. From here you can link to additional functions for Contract Options and Loan Options. The Loan Options functions are available after loans are added and/or allocated to the contract.

# Guarantor and MultiLender Contracts

The example below reflects a Contract Details screen for a Guarantor fixed-rate contract.

**Selling**  
 Contract Details

Organization: | Seller/Service: | Branch:

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**Investor Contract Identifier:** XXXXXXXX **Pool #:** XXXXXXXX [Printer Friendly View](#)

**Contract Options**

[Add Loan\(s\) to Contract](#)

[Import Loans](#)

[View/Assign Wire Instructions](#)

[Modify Contract](#)

[Validate Pool](#)

[Refresh Contract Details](#)

**Summary of Contract Terms**

Contract Name:		Allocated Loan UPB:	\$199,685.24
CUSIP Number:		Security Amount:	\$1,000,000.00
Master Commitment:		Settlement Date:	06/04/2014
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	359 - 482 months
Security Product:	40-Year Gold Mini-PC	Loan Maturity Period Count:	361 - 480 months
Security Coupon:	3.000%	Note Rate Percent Range:	3.250% - 5.500%
Prepayment Penalty Indicator:	false	Note Rate Percent Type:	Fixed
		LTV Ratio Percent Range:	0% - <= 105%

<b>Funding Status</b>	<b>Servicing Terms</b>
Final Delivery Date:	5/30/2014 8PM EDT
Pool Valid:	<a href="#">No</a>
Wire Ready:	No
Contract Status:	Accepted
Accepted Date:	10/17/2013 15:21:14
Servicing Option:	Retained
Servicer#:	
Remittance Option:	First Tuesday
Super ARC Due Day:	N/A
Prepayment Remittance Due Days:	5 days

**Pricing**

Required Spread Gfee:	38.500 bps
BUBD Program :	Note Level <a href="#">View BU/BD Terms</a>
Buy Up/Buy Down Option:	Buy Up and Buy Down
Gfee Add-on Program :	Loan Level <a href="#">View Gfee Terms</a>
Gold Rush Rate:	0.500 bps
Minimum Required Servicing Spread:	0.250%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
1	1	1	0	0	0	0

## Summary of Contract Terms

The data in this section defaults from the contract terms you created and accepted, and system values derived by the contract terms.

The amount for the Allocated Loan UPB will adjust as loans are added to the contract. This amount will equal the total UPB of all loans added to the contract.

The Settlement Date is the date when Freddie Mac purchases the mortgages and sells the PCs or Giant PCs to the Seller. The Settlement Date is also known as the funding date. Mortgage delivery must be made in advance to meet the established Settlement Date.

## Guarantor and MultiLender Contracts

Summary of Contract Terms			
Contract Name:		Allocated Loan UPB:	\$199,685.24
CUSIP Number:	443810ABW	Security Amount:	\$1,000,000.00
Master Commitment:	443810ABW	Settlement Date:	06/04/2014
		MC Type:	Flow
Approval Status Summary:	<a href="#">Not Applicable</a>	Loan Amortization Period Count:	359 - 482 months
Execution Option:	Guarantor	Loan Maturity Period Count:	361 - 480 months
Security Product:	40-Year Gold Mini-PC	Note Rate Percent Range:	3.250% - 5.500%
Security Coupon:	3.000%	Note Rate Percent Type:	Fixed
Prepayment Penalty Indicator:	false	LTV Ratio Percent Range:	0% - <= 105%

### Funding Status

The information in this section pertains to the settlement. The Final Delivery Date is the last day in which the contract delivery requirements must be met. Click here for information on how to meet required settlement timelines: [Good Delivery Standards for Fixed-rate Guarantor, MultiLender Swap and WAC ARM Guarantor](#). Also refer to Chapter 9 in this user guide for information on validating the pool and assigning wire instructions.

The Contract Status will reflect Fulfilled when delivery is complete and the contract terms are met.

Funding Status	
Final Delivery Date:	5/30/2014 8PM EDT
Pool Valid:	<a href="#">No</a>
Wire Ready:	No
Contract Status:	Accepted
Accepted Date:	10/17/2013 15:21:14

### Servicing Terms

This section contains information specific to the servicing of the mortgages allocated against the contract. The terms displayed in this section default from the contract terms and, if applicable, the terms stipulated in your Master Agreement and/or Master Commitment.

Servicing Terms	
Servicing Option:	Retained
Servicer#:	
Remittance Option:	First Tuesday
Super ARC Due Day:	N/A
Prepayment Remittance Due Days:	5 days

# Guarantor and MultiLender Contracts

## Pricing

This section will display pricing information specific the contract. It includes Buy up and Buy down information, the Required Spread (Gfee), Gold rush fees, if applicable and the Minimum Required Servicing Spread. Click the links to view additional pricing details.

Pricing	
Required Spread Gfee:	38.500 bps
BUBD Program :	Note Level <a href="#">View BU/BD Terms</a>
Buy Up/Buy Down Option:	Buy Up and Buy Down
Gfee Add-on Program :	Loan Level <a href="#">View Gfee Terms</a>
Gold Rush Rate:	0.500 bps
Minimum Required Servicing Spread:	0.250%

## Loan Summary Information

This section contains summary-level loan status information that will assist you with tracking the contract. This information contained here is often used in conjunction with the Contract Pipeline for status and tracking purposes.

Loan Summary Information						
# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
1	1	1	0	0	0	0

## The Contract Options Box

The Contract Options box links you to functionality used to manage your contracts through contract fulfillment.

[Home](#) [Help](#) [News](#) [Contact Us](#) [Admin](#) [Logout](#) [FreddieMac.com](#)

**Selling**  
Contract Details

**Investor Contract Identifier:** 123654789    **Pool #:** 184903    [Printer Friendly View](#)

Summary of Contract Terms			
Contract Name:	WAC	Allocated Loan UPB:	\$1,121,596.82
CUSIP Number:	3128JQKR8	Security Amount:	\$1,345,823.64
Master Commitment:	[REDACTED]	Settlement Date:	03/09/2012
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	0 - 360 months
Security Product:	NonCnvt 5/1 1-Year LIBOR ARM 5/2/5-6	Loan Maturity Period Count:	0 - 360 months
Weighted Average Security Coupon:	Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable
Prepayment Penalty	false	Interest And Payment Adjustment Index Lead Days Count:	45

**Contract Options**

- [Add Loan\(s\) to Contract](#)
- [Import Loans](#)
- [View/Assign Wire Instructions](#)
- [Modify Contract](#)
- [View Weighted Average Terms](#)
- [Validate Pool](#)
- 
- [Refresh Contract Details](#)

## Guarantor and MultiLender Contracts

Refer to the table below for descriptions on contract options links.

<b>Guarantor Contract Options Box</b>		
<b>Link Name</b>	<b>Use this link to...</b>	<b>Special Notes/Valid Values</b>
<b>Add Loans to Contract</b>	To add loans that currently exist in the selling system's Loan Pipeline to the contract. This is also known as Allocate Loans.	For more information on the Add Loans functionality, refer to Chapter 4, Take Out Guarantor or MultiLender Contract.
<b>Import Loans</b>	Import loans and immediately allocate them to the contract. With import, you can automatically populate the pool number for Guarantor and MultiLender contracts.	For more information on the Import functionality, refer to Chapter 6, Create Loans.
<b>View/Assign Wire Instructions</b>	Indicate where to send the security wire for your contract. This link is only accessible from the contract details screen.	For more information on the Security Wire, refer to Chapter 9, Security Wire Instructions.
<b>Modify Contract</b>	Modify certain contract terms.	For more information on the Modify Contract functionality, refer to Chapter 4, Take Out Guarantor or MultiLender Contracts.
<b>View Weighted Average Terms</b>	View the calculated weighted average terms for items such as security coupon, contract interest rate, contract gross margin, and minimum coupon servicing spread.	This function only applies to WAC ARM Guarantor contracts and will display <i>after</i> loans are allocated to the contract.
<b>Validate Pool</b>	Verify that your pool meets Freddie Mac criteria. Access to this functionality is only available from the Contract Details screen.	For more information on validating the pool, refer to Chapter 10, Contract Fulfillment and Settlement.
<b>Refresh Contract Details</b>	Refresh the screen after modifying the contract without exiting and returning to see the results.	N/A

# Guarantor and MultiLender Contracts

## The Loan Options Box

Once you add loans to a contract, the Loan Options box displays on the Contract Details screen. An example is shown below.



The options provide shortcuts to additional functionality. You will use the functionality for loan maintenance, processing and certification purposes. After loans are certified, your contract will move to a ready-to-fund status.

Refer to the table below for descriptions on loan options links.

Guarantor Loan Options Box		
Link Name	Use this link to...	Special Notes/Valid Values
<b>Price Loan(s) Against Contract</b>	Price your loans against the contract. This is the only place you can access this functionality.	You must Price Loans Against Contract before the contract enters the settlement cycle.
<b>Remove Loan(s)</b>	Access the Remove Loans functionality to select and remove specific loans from the contract.	Removed loans will remain in the Loan Pipeline until they are deleted.
<b>Enter Settlement Details</b>	Access the Enter Settlement Details functionality. Accessing this functionality from the Contract Details screen instead of the left navigation bar will automatically populate the contract number for you and remove the search step.	For more information about how to enter settlement details, refer to Chapter 10, Contract Fulfillment and Settlement.

## Guarantor and MultiLender Contracts

Guarantor Loan Options Box		
Link Name	Use this link to...	Special Notes/Valid Values
<b>Evaluate Loan(s)</b>	Access the Evaluate Loan functionality. However, if the number of loans you are attempting to evaluate is greater than 500, then this link will take you to a Run Evaluation Prompt screen where you have the option to continue evaluating or return to previous screen.	For more information about how to evaluate loans, refer to Chapter 5, Manage Loans, in this user guide.
<b>Build Form 1034E</b>	Create/View Certification forms: Build screen where you can build the 1034E for the selected loan.	For more information about how to build Form 1034E, refer to Chapter 8, Note Certification Process, in this user guide.
<b>Build Form 996E</b>	Access the Manage Settlement Forms functionality. Accessing this functionality from the Contract Details screen instead of the left navigation bar will automatically populate the contract number for you, eliminating the need to search.	For more information about how to build Form 996E, refer to Chapter 7, Warehouse Lender Release Process, in this user guide.

### Contract Pipeline Overview

The Contract Pipeline functionality makes it easy for you to manage your contracts and quickly view and check the status of your contracts. Access this functionality by clicking **View Contract Pipeline** on the left navigation bar.

Use **View Contract Pipeline** to search, view, sort, and manage all of your contracts in the selling system. You can filter Ready to Fund, Settlement Locked, Accepted and Fulfilled contract statuses. You can also take advantage of the date range search to narrow your search for Accepted contracts. Getting familiar with this function will make it easier for you to efficiently manage all of your selling system contracts with Freddie Mac.

The Contract Pipeline (View Freddie Mac Pipeline) screen for Guarantor and MultiLender provides summary information about accepted and fulfilled contracts. The default view organizes this data by contract number in chronological order. You can change the way the data is organized by clicking on the link in the column header. For example, if you want your data to be organized by settlement date, click on the link Settlement Date and the data will re-appear displaying all contracts by the earliest Settlement Date. A sample of the Contract Pipeline screen is displayed below.

# Guarantor and MultiLender Contracts

The screenshot displays the 'Selling View Freddie Mac Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The page title is 'Selling View Freddie Mac Pipeline'. On the right, organizational information is shown: Organization: Test-Org, Seller/Service: 486565, Branch: 206473.

Below the navigation is a filter section titled 'Filter contracts using the criteria below'. It has two tabs: 'Cash' and 'Guarantor and MultiLender'. The 'Guarantor and MultiLender' tab is active. The filter options include:

- Execution Option:** Radio buttons for 'Guarantor' (selected) and 'MultiLender'.
- Security Product:** A dropdown menu set to 'All Products'.
- Investor Contract Identifier:** A text input field.
- Pool #:** A text input field.
- MC Type:** A dropdown menu.
- Contract Status (Pending statuses):** Checkboxes for 'Accepted' (checked), 'Ready To Fund', and 'Settlement Locked'.
- Settlement Date (for pending contracts):** Date pickers for 'From' (04/16/2012) and 'To' (05/16/2012).
- Settled status:** Checkboxes for 'Fulfilled' and 'Approval status' (Approved, Incomplete, Not Applicable).
- Settlement Date (for fulfilled contracts):** Date pickers for 'From' (03/17/2012) and 'To' (04/16/2012).
- List Contracts:** A button to view the results.

The 'Contract Results' section shows a table with the following columns: Investor Contract Identifier, Pool #, MC Type, Contract Name, Contract Status, Security Product, Security Coupon, Security Amount, Allocated Loan UPB, Final Delivery Date, Settlement Date, Edits Cleared, Certification Status, Pool Valid, Approval Status, Wire Ready, 996E Complete, Awaiting Warehouse Lender Assignment, and Loans Priced. Three contracts are listed:

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan UPB	Final Delivery Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	996E Complete	Awaiting Warehouse Lender Assignment	Loans Priced
<a href="#">123654789</a>	AB8052	Flow	Guide1	Accepted	30-Year Gold PC	4.00%	\$1,500,000.00	\$0.00	04/09/2012	04/16/2012				Not Applicable				
<a href="#">123654789</a>	AB8053	Flow	UG Fixed	Accepted	30-Year Gold PC	4.50%	\$1,000,000.00	\$0.00	04/12/2012	04/17/2012				Not Applicable				
<a href="#">123654789</a>	611443	Flow	WAC ARM UG	Accepted	NonConvrt 1/1 1'-Year CMT ARM 2/2/2-6		\$1,000,000.00	\$0.00	04/17/2012	04/24/2012				Not Applicable				

At the bottom, it says 'Displaying: 1-3 of 3 Contracts' and 'Contracts Per Page: 25'.

The following table defines the various data elements found on the Contract Pipeline screen.

View Freddie Mac Pipeline Screen – Guarantor and MultiLender	
Column Name	Description
Investor Contract Identifier	Identifies the Freddie Mac selling system assigned contract number. If you click this link it will take you to the Contract Details screen for the contract.
Pool Number	The pool number assigned.
MC Type	Indicate the Master Commitment Type of either Flow or Bulk
Contract Name	A unique name assigned to the contract by the Seller. This is an optional field.
Contract Status	Indicates the status of the contract. A contract can have one of the following statuses: <ul style="list-style-type: none"> <li>Accepted: Indicates the contract has been created and accepted.</li> <li>Ready to Fund: Indicates the contract has met the criteria for settlement and is ready to fund.</li> <li>Settlement Locked: The contract has entered into the settlement cycle.</li> <li>Fulfilled: Indicates the contract has been satisfied and securities were issued.</li> </ul>

## Guarantor and MultiLender Contracts

View Freddie Mac Pipeline Screen – Guarantor and MultiLender	
Column Name	Description
Security Product	The mortgage product being pooled to form a Mortgage Participation Certificate security.
Security Coupon	Also known as the PC Coupon, it is the interest rate expressed as an annual percentage that is passed through monthly to a security investor.
Security Amount	The aggregate unpaid principal balance of mortgages that you will sell to Freddie Mac under the contract.
Allocated Loan UPB	Indicates the total UPB of loans allocated to the contract.
Final Delivery Date	<p>The Final Delivery Date is the last Business Day immediately preceding the date that the Settlement Cycle begins. By 8:00 p.m. Eastern Time on this date, all accepted contracts must meet the following conditions in order to have the securities issued on the settlement date:</p> <ul style="list-style-type: none"> <li>▪ Loan data and applicable documentation must be provided to Freddie Mac</li> <li>▪ Notes for all mortgages in the applicable contract must be delivered to and certified by the Document Custodian.</li> <li>▪ All purchase edits and allocation errors identified by the selling system must be resolved in accordance with Freddie Mac requirements</li> <li>▪ Complete wire transfer instructions that account for the entire UPB associated with the contract</li> <li>▪ Complete and execute Form 996E, Warehouse Provider Release and Transfer, if applicable.</li> </ul>
Settlement Date	The date when Freddie Mac purchases the mortgages and sells the PCs or Giant PCs to the Seller. The Settlement Date is also known as the Funding Date.
Edits Cleared	Indicates a Yes or No status on whether all critical loan edits have passed evaluation.
Certification Status	Indicates the status of the Form 1034 and the Notes: Not Built (the Form 1034 has not been built in the selling system) or Certified if the notes were received and certified by the Document Custodian.
Pool Valid	Indicates if the contract has passed pool validation criteria.
Approval Status	Applicable for Guarantor, MultiLender and WAC ARM Guarantor contracts only. Indicates the status (not applicable, incomplete, or approved) of the Additional Offering Circular Supplement (OCS) required for certain Prepayment Penalty Mortgages or other negotiated offerings. Effective for Mortgages with Application Received Dates on or after January 10, 2014, Prepayment Penalty Mortgages are not eligible for sale to Freddie Mac.

# Guarantor and MultiLender Contracts

View Freddie Mac Pipeline Screen – Guarantor and MultiLender	
Column Name	Description
Wire Ready	Indicates a Yes or No status on whether security wire instructions have been assigned to the contract.
996E Complete	Indicates the status of the Form 996E: Yes (has been built), N/A (not applicable) or 996 Not Built.
Awaiting Warehouse Lender Provider Assignment	Indicates a Yes or No status if a warehouse provider assignment has been completed, if applicable.
Loans Priced	Indicates by Yes or No if the loans were priced against the contract terms. Refer to Chapter 5 for more information on pricing loans and viewing delivery fees.

## How to View Contract Pipeline

Follow the steps below to view the Contract Pipeline.

1. Click on **View Contract Pipeline** from the left navigation bar. The View Contract Freddie Mac Pipeline screen displays.

The screenshot displays the 'View Freddie Mac Pipeline' interface. The left navigation bar includes sections for 'Pricing and Contracting', 'Loans', and 'Settlement'. The 'View Contract Pipeline' option is highlighted in the 'Loans' section. The main content area shows filter criteria for 'Cash' and 'Guarantor and MultiLender'. The 'Execution Option' is set to 'Guarantor'. The 'Security Product' is 'All Products'. The 'Contract Status' filters include 'Accepted', 'Ready To Fund', and 'Settlement Locked'. The 'Settlement Date' filters are set for pending and fulfilled contracts. The 'Contract Results' table is as follows:

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan N/P	Final Delivery Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	996E Complete	Awaiting Warehouse Lender Assignment	Loans Priced
123654789	ABB052	Flow	Guidel	Accepted	30-Year Gold PC	4.00%	\$1,500,000.00	\$0.00	04/09/2012	04/16/2012				Not Applicable				
123654789	ABB053	Flow	UG Fixed	Accepted	30-Year Gold PC	4.50%	\$1,000,000.00	\$0.00	04/12/2012	04/17/2012				Not Applicable				
123654789	611443	Flow	WAC ARM UG	Accepted	NonConvrt 1/1 1-Year CMT ARM 2/2/2-6		\$1,000,000.00	\$0.00	04/17/2012	04/24/2012				Not Applicable				

Displaying: 1-3 of 3 Contracts. Results as of 06/23/2012 @ 4:07:15 PM, EDT. Contracts Per Page: 25

# Guarantor and MultiLender Contracts

- Click the **Guarantor and MultiLender** tab.

**Selling**  
View Freddie Mac Pipeline

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Filter contracts using the criteria below

Cash **Guarantor and MultiLender**

Execution Option:  Guarantor  MultiLender

Security Products: All Products

Investor Contract Identifier:

Pool #:

MC Type:

Contract Status:  
 Pending statuses:  
 Accepted  
 Ready To Fund  
 Settlement Locked  
 Settled status:  
 Fulfilled  
 Approval status:  
 Approved  
 Incomplete  
 Not Applicable

Settlement Date (for pending contracts):  
 From: 04/16/2012 To: 05/16/2012  
[mm/dd/yyyy] [mm/dd/yyyy]

Settlement Date (for fulfilled contracts):  
 From: 03/17/2012 To: 04/16/2012  
[mm/dd/yyyy] [mm/dd/yyyy]  
 (The date range must be 31 days or less for fulfilled contracts.)

List Contracts

- Enter a minimum of at least one search criteria field.

Note: The search criterion automatically defaults to Guarantor, all products, in an “Accepted” status with a settlement date within one month.

- Click **List Contracts**.

The View Contract Pipeline screen will refresh and display your contract results and will list the contracts that meet your search criteria.

**Selling**  
View Freddie Mac Pipeline

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Filter contracts using the criteria below

Cash **Guarantor and MultiLender**

Execution Option:  Guarantor  MultiLender

Security Products: All Products

Investor Contract Identifier:

Pool #:

MC Type:

Contract Status:  
 Pending statuses:  
 Accepted  
 Ready To Fund  
 Settlement Locked  
 Settled status:  
 Fulfilled  
 Approval status:  
 Approved  
 Incomplete  
 Not Applicable

Settlement Date (for pending contracts):  
 From: 04/16/2012 To: 05/16/2012  
[mm/dd/yyyy] [mm/dd/yyyy]

Settlement Date (for fulfilled contracts):  
 From: 03/17/2012 To: 04/16/2012  
[mm/dd/yyyy] [mm/dd/yyyy]  
 (The date range must be 31 days or less for fulfilled contracts.)

List Contracts

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan UPB	Final Deliver Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	996E Complete	Awaiting Warehouse Lender Assignment	Loans Priced
<a href="#">123654789</a>	A88052	Flow	Guide1	Accepted	30-Year Gold PC	4.00%	\$1,500,000.00	\$0.00	04/09/2012	04/16/2012				Not Applicable				
<a href="#">123654789</a>	A88053	Flow	UG Fixed	Accepted	30-Year Gold PC	4.50%	\$1,000,000.00	\$0.00	04/12/2012	04/17/2012				Not Applicable				
<a href="#">123654789</a>	611443	Flow	WAC ARM UG	Accepted	NonCnvt 1/1 1-Year CMT ARM 2/2-6		\$1,000,000.00	\$0.00	04/17/2012	04/24/2012				Not Applicable				

Displaying: 1-3 of 3 Contracts Contracts Per Page: 25

Results as of 04/16/2012 @ 8:24:55 AM, EDT

# Guarantor and MultiLender Contracts

## Tips for Using the Contract Pipeline

Use the following tips when viewing the Contract Pipeline:

- Click the **Investor Contract Identifier** link to view and access the Contract Details screen.

The screenshot shows the Contract Pipeline interface. On the left, there are search filters for Execution Option (Guarantor selected), Security Product (All Products), Investor Contract Identifier, Pool #, and MC Type. On the right, there are sections for Contract Status (Accepted, Ready To Fund, Settlement Locked), Settled status (Fulfilled), Approval status (Approved, Incomplete, Not Applicable), and Settlement Date ranges for pending and fulfilled contracts. A 'List Contracts' button is also present. Below the filters is a table titled 'Contract Results' with columns: Investor Contract Identifier, Pool #, MC Type, Contract Name, Contract Status, Security Product, Security Coupon, Security Amount, Allocated Loan UPR, Final Delivery Date, Settlement Date, Edits Cleared, Certification Status, Pool Valid, Approval Status, Wire Ready, 99E Complete, Awaiting Warehouse Lender Assesment, and Loans Priced. Three rows are visible, with the first two having blue links under the 'Investor Contract Identifier' column. The third row is highlighted with a red box around its 'Investor Contract Identifier' cell.

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan UPR	Final Delivery Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	99E Complete	Awaiting Warehouse Lender Assesment	Loans Priced
<a href="#">123654789</a>	A88052	Flow	Guide1	Accepted	30-Year Gold PC	4.00%	\$1,500,000.00	\$0.00	04/09/2012	04/16/2012				Not Applicable				
<a href="#">123654789</a>	A88053	Flow	UG Fixed	Accepted	30-Year Gold PC	4.50%	\$1,000,000.00	\$0.00	04/12/2012	04/17/2012				Not Applicable				
<a href="#">123654789</a>	611443	Flow	WAC ARM UG	Accepted	NonConvrt 1/1 1-Year CMT ARM 2/2/2-6		\$1,000,000.00	\$0.00	04/17/2012	04/24/2012				Not Applicable				

- Use the page links at bottom of screen when search results give multiple pages.

The screenshot shows the bottom of the contract results page. It displays 'Displaying: 1 - 25 of 29 contracts'. Below this is a pagination control bar with buttons for 'First', 'Prev', '<< 1 2 >>', 'Next', and 'Last'. The 'Next' button is highlighted with a red box.

To re-sort the order of the contracts listed, click on the individual column name you wish to sort by.

# Take out a Guarantor or MultiLender Contract

## Chapter 4

### Overview

A contract (also known as a purchase contract) is an agreement between the Seller and Freddie Mac covering the purchase of a specific dollar amount of mortgages, the Seller's obligation to deliver such mortgages and the delivery period. Within the selling system a seller can take out a contract to sell loans to Freddie Mac. The *Single-Family Seller/Servicer Guide* (Guide) governs the business relationship between a Seller/Servicer and Freddie Mac relating to the sale and servicing of mortgages and may be supplemented by other negotiated terms that constitute part of the Seller/Servicer's Purchase Documents, as that term is defined in the Guide Glossary. See Guide Chapter 1501 for more information about Master Agreements and Master Commitments that provide Seller- or Servicer-specific negotiated terms, and also for more information about Guide Plus Additional Provisions.

This chapter contains step-by-step procedures on how to take out Guarantor fixed-rate, MultiLender Swap and WAC ARM Guarantor contracts in the selling system. It also provides procedures on contract functions.

Taking out a contract is a three-step process.

1. Create a contract and enter details about the contract:
  - Master Commitment Number
  - Prepayment Penalty Indicator
  - Security Product. For more information on eligible products, refer to Guide [Exhibit 17S - Available Mortgage Products](#).
  - Security Amount
  - Settlement Date. The Settlement Date you select must be on or before the Settlement Date of the pool you specify in your contract. Refer to the [Freddie Mac Settlement Date Calendar](#).
  - Settlement Cycle day of 1, 3, 4 or 5 days. When you select the Gold Rush funding option, your funding will occur 1, 3 or 4 business days following the delivery of mortgages that meet the requirements of your Purchase Documents. The related Gold Rush Fee for these Settlement Cycles will display on the Contract Details screen after you accept and verify the contract terms. Refer to the [Good Delivery Standards for Fixed-Rate Guarantor, MultiLender Swap and WAC ARM Guarantor](#).
  - Security Coupon entered in a whole or half percentage rate
  - Designated Servicer
  - Minimum Required Servicing Spread
  - Remittance Option

## Take Out a Guarantor or MultiLender Contract

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2. Review and verify the terms of your contract
3. Accept or reject the contract

### Before You Take Out a Contract

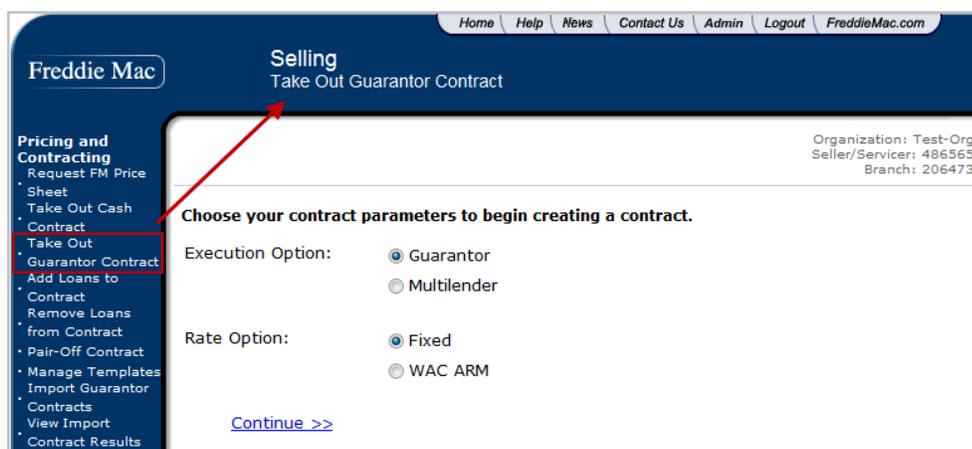
When you are ready to take out a Guarantor or MultiLender contract in the selling system for the purpose of fulfilling the sale, ensure that security wire instructions are set up and saved in the selling system. The assignment of security wire instructions must be completed for each individual contract. Wire instructions must be approved and assigned by 8:00 pm Eastern Time on the Final Delivery Date in order for the contract to move to a Ready to Fund state. Refer to Chapter 9, *Settlement Process for Guarantor and MultiLender Swap Contracts*, for information on how to set up and approve the security wire instructions and the user roles associated with these tasks.

The following section provides step-by-step procedures on how to take out a contract in the selling system.

### How to Take Out A Fixed-Rate Guarantor Contract

Follow the steps below to take out a Fixed-Rate Guarantor Contract.

1. From the left navigation bar select **Take Out Guarantor Contract**. The Take Out Guarantor Contract screen displays.



The screenshot shows the Freddie Mac Selling system interface. The top navigation bar includes links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main header displays 'Freddie Mac' and 'Selling Take Out Guarantor Contract'. On the left, a navigation menu lists various options, with 'Take Out Guarantor Contract' highlighted in red. The main content area contains the text 'Choose your contract parameters to begin creating a contract.' and two sections: 'Execution Option:' with radio buttons for 'Guarantor' (selected) and 'Multilender', and 'Rate Option:' with radio buttons for 'Fixed' (selected) and 'WAC ARM'. A 'Continue >>' link is visible at the bottom. In the top right corner, organizational information is displayed: 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. A red arrow points from the 'Take Out Guarantor Contract' menu item to the main content area.

The Execution Option will automatically default to **Guarantor** and the Rate Option will automatically default to **Fixed**.

2. Click **Continue>>**. The Create Guarantor Contract screen displays.

# Take Out a Guarantor or MultiLender Contract

**Selling**  
Create Guarantor Contract

Organization: Test-Org  
Seller/Servicer: 486565  
Branch: 206473

Complete the fields below and then verify the contract. \* Denotes a required field.

**Guarantor Contract Information**

Master Commitment:\* TBD Eff: 1/1/1970 Exp: 1/1/9999 Rem: \$98,779,196,679.00FLEX

Prepayment Penalty Indicator:\*  True  False

Security Product:\* 30-Year Gold PC [Show Details](#)

Security Amount:\* \$ 1,000,000.00

Contract Name: June Fixed Rate

Settlement Date:\* 06/19/2014  
(mm/dd/yyyy)

Settlement Cycle Days:\* 4-Gold Rush

Security Coupon:\* 4 %  
(Whole or half coupon only)

**Servicing Retained Information**

Servicing Option:\*  Retained  CTOS

Designated Servicer #:\* 486565 Test

Minimum Required Servicing Spread:\* .25 % ( 0.250 - 2.000% )

Remittance Option:\* Gold

Interest / Principal Remittance Type:\* Scheduled/Actual

Prepayment Remittance Due Days:\* 5 days (Set by your Master Commitment)

[Continue >>](#)

[<< Start Contract Over](#)

3. Complete the Guarantor Contract Information and the Servicing Retained Information sections.
4. Click **Continue>>**. The Verify Guarantor Contract Terms screen displays.

**Selling**  
Verify Guarantor Contract Terms

Organization: Test-Org  
Seller/Servicer: 486565  
Branch: 206473

Please review the contract terms below and if you agree with them, click on the "Accept" button below. If you do not agree with them, click on the "Reject" button below or return to the contract terms screen to make changes.

Do you want to take out this contract?

Pool # Range:	A88078 - A89998	Gold Rush Rate :	0.200 bps
Security Amount:	\$ 1,000,000.00	Required Spread Gfee:	0.000 bps
Security Coupon:	4.000%	Buy Up/Buy Down Program:	Note Level
Interest Rate**:	4.250% - 6.500%	Buy Up/Buy Down Option:	Buy Up and Buy Down
Settlement Date:	06/19/2014	Buy Up Max:	12.500 bps <a href="#">Edit BU/BD</a>
Final Delivery Date:	6/13/2014 8PM EDT		

Contract Name:	June Fixed Rate	Servicing Option:FLEX	Retained
Prepayment Penalty Indicator:	false	Servicer #:	486565
Security Product:	30-Year Gold PC	Minimum Required Servicing Spread:	XXXXXX
LTV Ratio Percent Range:	0% - <= 105%	Remittance Option:	
Master Commitment:	TBD	Super ARC Due Day:	N/A
MC Type:	Flow	Prepayment Remittance Due Days:	5
Approval Status Summary:	<a href="#">Not Applicable</a>		
Execution Option:	Guarantor		
Loan Amortization Period Count:	179 - 362 months		
Loan Maturity Period Count:	181 - 360 months		

[Accept](#) [Reject](#)

[<<Change Contract Terms](#)

## Take Out a Guarantor or MultiLender Contract

5. The Verify Guarantor Contract Terms screen displays allowing you to review the contract terms. If you need to change the terms, click **<<Change Contract Terms**. If you want to change your buy up/buy down option proceed to step 8. If not, proceed to step 10.
6. If you want to change the Note Level Buy Up/Buy Down default parameters, click **Edit BU/BD**. The Verify Guarantor Contract Terms: Edit Buy Up/Buy Down screen displays.

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

**Selling**  
Verify Guarantor Contract Terms: Edit Buy Up/Buy Down

**Note Level Buy Up/Buy Down**  
For this contract's Buy Up/Buy Down, allow:

Buy Up and Buy Down  
 Buy Down  
 Neither Buy Up nor Buy Down

**Lower the contract's Buy Up Max and / or Buy Down Max as applicable.**

Required Spread (GFee): 0.000 bps

Buy Up Max:  bps (Your entry should be less than or equal to the default Max value 12.500 bps. For Buy Down, the Buy Up Max must be 0)

[<<Previous Page](#)

The system defaults to allow both buy ups and buy downs for the contract, and to specify the buy up maximum, expressed in basis points from the applicable Master Commitment. Choose one of the options below to change the default:

- If you want to adjust the buy up maximum, you may enter a value between zero and the buy up maximum displayed on the screen in the **Buy Up Max** data field.
- Allow only Buy Downs by selecting **Buy Down**. The **Buy Up Max** data field will gray out with a “0”.
- Do not allow Buy Ups or Buy Downs by selecting **Neither Buy Up nor Buy Down**.
- Click **<<Previous Page** to cancel any modifications you made and return to the Verify Guarantor Contract screen. Proceed to step 10.

## Take Out a Guarantor or MultiLender Contract

- Click **Save Buy Up/Buy Down Settings** to save your options and return to the Verify Guarantor Contract Terms screen.



If you want to start over, click **Reject**, to reject the contract and return to the Take Out Guarantor Contract screen.

- Click **Accept**, to accept the terms of the contract. The Contract Details screen displays with a summary of your contract terms. The Pool number and CUSIP number are immediately available on the Contract Details screen.

**Selling**  
 Contract Details

Organization: Test-Org  
 Seller/Service: 486565  
 Branch: 206473

<b>Investor Contract Identifier:</b>	31412826	<b>Pool #:</b>	A88078	<a href="#">Printer Friendly View</a>	<b>Contract Options</b> <a href="#">Add Loan(s) to Contract</a> <a href="#">Import Loans</a> <a href="#">View/Assign Wire Instructions</a> <a href="#">Modify Contract</a> <a href="#">Refresh Contract Details</a>
--------------------------------------	----------	----------------	--------	---------------------------------------	--

Summary of Contract Terms			
Contract Name:	June Fixed Rate	Allocated Loan UPB:	\$0.00
CUSIP Number:	3129346P2	Security Amount:	\$1,000,000.00
Master Commitment:	TBD	Settlement Date:	06/19/2014
		MC Type:	Flow
Approval Status Summary:	<a href="#">Not Applicable</a>	Loan Amortization Period Count:	179 - 362 months
Execution Option:	Guarantor	Loan Maturity Period Count:	181 - 360 months
Security Product:	30-Year Gold PC	Note Rate Percent Range:	4.250% - 6.500%
Security Coupon:	4.000%	Note Rate Percent Type:	Fixed
Prepayment Penalty Indicator:	false	LTV Ratio Percent Range:	0% - <= 105%

Funding Status		Servicing Terms	
Final Delivery Date:	6/13/2014 8PM EDT	Servicing Option:	FLEX Retained
Pool Valid:		Servicer#:	486565
Wire Ready:	No	Remittance Option:	Gold
Contract Status:	Accepted	Super ARC Due Day:	N/A
Accepted Date:	6/03/2014 14:46:38	Prepayment Remittance Due Days:	5 days

Pricing	
Required Spread Gfee:	0.000 bps
BUBD Program :	Note Level
Buy Up/Buy Down Option:	Buy Up and Buy Down
Buy Up Max:	12.500 bps
Gold Rush Rate:	0.200 bps
Minimum Required Servicing Spread:	0.250%

Loan Summary Information						
# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
0	0	0	0	0	0	0

- Click **Printer Friendly View** to print this screen as a confirmation for your records.

# Take Out a Guarantor or MultiLender Contract

---

## How to Take Out a MultiLender Contract

The MultiLender Swap program is referred to as MultiLender in the selling system.

Follow the steps below to take out a MultiLender Contract.

1. From the left navigation bar select **Take Out A Guarantor Contract**. The Take Out Guarantor Contract screen displays.

The screenshot shows the Freddie Mac Selling system interface. The top navigation bar includes links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main header displays 'Freddie Mac' and 'Selling Take Out Guarantor Contract'. On the left, a navigation menu under 'Pricing and Contracting' lists various options, with 'Take Out Guarantor Contract' highlighted. The main content area is titled 'Choose your contract parameters to begin creating a contract.' and contains two sections: 'Execution Option:' with radio buttons for 'Guarantor' and 'MultiLender' (selected), and 'Rate Option:' with radio buttons for 'Fixed' (selected) and 'WAC ARM'. A 'Continue >>' link is located at the bottom of the form. In the top right corner, the following information is displayed: Organization: Test-Org, Seller/Service: 486565, and Branch: 206473.

2. The Execution Option will default to Guarantor. Select the Execution Option of **MultiLender**.
3. Select the Rate Option **Fixed**.
4. Click **Continue >>**. The Create MultiLender Contract screen displays.

## Take Out a Guarantor or MultiLender Contract

**Selling**  
Create MultiLender Contract

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Complete the fields below and then verify the contract. \* Denotes a required field.

### MultiLender Contract Information

You may choose which multiLender pool you wish to take out a contract against. Different pools are available in different months, depending on Freddie Mac's posted pools.

Master Commitment:\* TBD Eff: 1/1/1970 Exp: 1/1/9999 Rem: \$98,779,196,679.00FLEX ▼

Prepayment Penalty Indicator:\*  True  False

Security Product:\* 30-Year Gold PC [Show Details](#)

Settlement Month:\* JUNE ▼

Available Security Coupon and Pool Numbers:\* 4.00% Pool# S82522 Last Settle Date 6/30/2014 ▼

Security Amount:\* \$ 350,000.00

Contract Name: June MultiLender

Settlement Date:\* 06/23/2014   
(mm/dd/yyyy)

Settlement Cycle Days:\* 5 ▼

### Servicing Retained Information

Servicing Option:\*  Retained  CTOS

Designated Servicer #:\* 486565 Test ▼

Minimum Required Servicing Spread:\* .250 % ( 0.250 - 1.250% )

Remittance Option:\* Gold ▼

Interest / Principal Remittance Type:\* Scheduled/Actual

Prepayment Remittance Due Days:\* 5 days (Set by your Master Commitment)

[Continue >>](#)

[<< Start Contract Over](#)

5. Complete the MultiLender Contract Information and Servicing Retained Information sections.
6. Click **Continue >>**. The Verify MultiLender Contract Terms screen displays.

# Take Out a Guarantor or MultiLender Contract

**Selling**  
Verify MultiLender Contract Terms

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Please review the contract terms below and if you agree with them, click on the "Accept" button below. If you do not agree with them, click on the "Reject" button below or return to the contract terms screen to make changes.

Do you want to take out this contract against the pool identified below?

Pool #:	S82522	Required Spread Gfee:	0.000 bps
Cusip #:	SC0082522	Buy Up/Buy Down Program:	Note Level
Security Amount:	\$ 350,000.00	Buy Up/Buy Down Option:	Buy Up and Buy Down
Security Coupon:	4.000%	Buy Up Max:	12,500 bps <a href="#">Edit BU/BD</a>
Interest Rate**:	4.250% - 5.250%		
Settlement Date:	06/23/2014		
Final Delivery Date:	6/16/2014 8PM EDT		

Contract Name:	June MultiLender	Servicing Option:	FLEX	Retained
Prepayment Penalty Indicator:	false	Servicer #:	486565	
Security Product:	30-Year Gold PC	Minimum Required Servicing Spread:	0.250%	
LTV Ratio Percent Range:	0% - <= 105%	Remittance Option:	Gold	
Master Commitment:	TBD	Super ARC Due Day:	N/A	
MC Type:	Flow	Prepayment Remittance Due Days:	5	
Approval Status Summary:	<a href="#">Not Applicable</a>			
Execution Option:	MultiLender			
Loan Amortization Period Count:	179 - 362 months			
Loan Maturity Period Count:	181 - 360 months			

[<<Change Contract Terms](#)

7. Verify your terms. If you need to change any terms, click [<<Change Contract Terms](#). If you want to change your buy up/buy down option proceed to step 8. If not, proceed to step 10.
8. If you want to edit the Note Level Buy Up and Buy Down default parameters, click [Edit BU/BD](#). The Verify MultiLender Contract Terms: Edit Buy Up/Buy Down screen displays.

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

**Selling**  
Verify MultiLender Contract Terms: Edit Buy Up/Buy Down

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

**Note Level Buy Up/Buy Down**  
For this contract's Buy Up/Buy Down, allow:

Buy Up and Buy Down  
 Buy Down  
 Neither Buy Up nor Buy Down

**Lower the contract's Buy Up Max and / or Buy Down Max as applicable.**  
Required Spread (GFee): 0.000 bps

Buy Up Max:  bps (Your entry should be less than or equal to the default Max value 12.500 bps. For Buy Down, the Buy Up Max must be 0)

[<<Previous Page](#)

## Take Out a Guarantor or MultiLender Contract

The system defaults to allow both buy ups and buy downs for the contract, and to specify the buy up maximum, expressed in basis points from the applicable Master Commitment. Choose one of the options below to change the default:

- If you want to adjust the buy up maximum, you may enter a value between zero (0) and the buy up maximum displayed on the screen in the **Buy Up Max** data field.
  - Allow only Buy Down by selecting **Buy Down**. The **Buy Up Max** data field will gray out with a “0”.
  - Do not allow for Buy Ups or Buy Downs by selecting **Neither Buy Up nor Buy Down**.
  - Click [<<Previous Page](#) to cancel any modifications you made and return to the Verify MultiLender Contract screen. Proceed to step 10.
9. Click **Save Buy Up/Buy Down Settings** to save your options and return to the Verify MultiLender Contract Terms screen.
  10. Click **Accept** to accept the contract. The Contract Details screen displays with a summary of your contract terms. The CUSIP number and Pool number are immediately available on the Contract Details screen.

Selling  
Contract Details

Organization: Test-Org  
 Seller/Servicer: 486565  
 Branch: 206473

<b>Investor Contract Identifier:</b>	31412827	<b>Pool #:</b>	S82522	<a href="#">Printer Friendly View</a>	<b>Contract Options</b> <a href="#">Add Loan(s) to Contract</a> <a href="#">Import Loans</a> <a href="#">View/Assign Wire Instructions</a> <a href="#">Modify Contract</a> <a href="#">Refresh Contract Details</a>	
<b>Summary of Contract Terms</b>						
Contract Name:	June MultiLender	Allocated Loan UPB:	\$0.00			
CUSIP Number:	SC0082522	Security Amount:	\$350,000.00			
Master Commitment:	TBD	Settlement Date:	06/23/2014			
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow			
Execution Option:	Multilender	Loan Amortization Period Count:	179 - 362 months			
Security Product:	30-Year Gold PC	Loan Maturity Period Count:	181 - 360 months			
Security Coupon:	4.000%	Note Rate Percent Range:	4.250% - 5.250%			
Prepayment Penalty Indicator:	false	Note Rate Percent Type:	Fixed			
		LTV Ratio Percent Range:	0% - <= 105%			
<b>Funding Status</b>						
Final Delivery Date:	6/16/2014 8PM EDT	<b>Servicing Terms</b>				
Pool Valid:		Servicing Option:	FLEX	Retained		
Wire Ready:	No	Servicer#:		486565		
Contract Status:	Accepted	Remittance Option:		Gold		
Accepted Date:	6/03/2014 15:12:55	Super ARC Due Day:		N/A		
		Prepayment Remittance Due Days:		5 days		
<b>Pricing</b>						
Required Spread Gfee:	0.000 bps					
BUBD Program :	Note Level					
Buy Up/Buy Down Option:	Buy Up and Buy Down					
Buy Up Max:	12.500 bps					
Minimum Required Servicing Spread:	0.250%					
<b>Loan Summary Information</b>						
# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
0	0	0	0	0	0	0

# Take Out a Guarantor or MultiLender Contract

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Click **Reject**, to reject the contract and return to the Take Out Guarantor Contract screen to start over.

11. Click **Printer Friendly View** to print this screen as a confirmation for your records.

## How to Take Out a WAC ARM Guarantor Contract

Follow the steps below to create a WAC ARM Guarantor Contract.

1. From the left navigation bar select **Take Out A Guarantor Contract**. The Take Out Guarantor Contract screen displays.

The screenshot shows the Freddie Mac web interface for creating a contract. The top navigation bar includes links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main header area displays 'Freddie Mac' and 'Selling Take Out Guarantor Contract'. On the left, a navigation menu lists various options under 'Pricing and Contracting' and 'Loans', with 'Guarantor Contract' highlighted. The main content area contains the heading 'Choose your contract parameters to begin creating a contract.' and two sections of radio button options: 'Execution Option' with 'Guarantor' selected and 'Multilender' unselected; and 'Rate Option' with 'Fixed' unselected and 'WAC ARM' selected. A 'Continue >>' link is positioned below the options. In the top right corner, organizational information is displayed: 'Organization: Test-Org', 'Seller/Service: 486565', and 'Branch: 206473'. A red arrow points from the 'Guarantor Contract' menu item to the 'Guarantor' radio button.

The Execution Option will default to **Guarantor**.

2. Select the Rate Option **WAC ARM**.
3. Click **Continue >>**. The Create Guarantor Contract screen displays.

## Take Out a Guarantor or MultiLender Contract

**Selling**  
Create Guarantor Contract

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Complete the fields below and then verify the contract. \* Denotes a required field.

### Guarantor WAC ARM Contract Information

Master Commitment:\* TBD Eff: 1/1/1970 Exp: 1/1/9999 Rem: \$98,779,196,679.00FLEX

Index Source Type:\* Weekly One Year Treasury Securities Constant Maturity FRB15

Security Product:\* NonCnvt 1/1 1-Year CMT ARM 2/2/2-6  
[Show Details](#)

Prepayment Penalty Indicator:\*  true  false

Security Amount:\* \$ 1,000,000.00

Contract Name: June ARMs

Settlement Date:\* 06/24/2014  
(mm/dd/yyyy)

Settlement Cycle Days:\* 5

Weighted Average Security Coupon: Will be the weighted average of the loans in the contract

Convertible Indicator:\* false

Assumability Indicator:\* true

Assumability Type: Assumable After First Rate Change Date, Assumable For Life Of Loan

Interest And Payment Adjustment Index Lead Days Count:\* 45  
45 = 45 days before the Change Date

### Servicing Retained Information

Servicing Option:\*  Retained  CTOS

Designated Servicer #:\* XXXXXX 486565 Test

Minimum Contract Servicing Spreads(Fees):\* The values chosen may not vary by more than 0.250%(25 basis points) for each of the following components

Coupon: .375 % ( 0.250 - 2.000% )

Net Margin Percent: .250 %

Lifetime Ceiling: .250 %

Remittance Option:\* First Tuesday

Interest / Principal Remittance Type:\* Scheduled/Actual

Prepayment Remittance Due Days:\* 5 days (Set by your Master Commitment)

[Continue >>](#)

[<< Start Contract Over](#)

4. Complete the Guarantor WAC ARM Contract Information and Servicing Retained Information data fields.
5. Click **Continue >>**. The Verify Guarantor Contract Terms screen displays.

## Take Out a Guarantor or MultiLender Contract

Selling  
Verify Guarantor Contract Terms

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Please review the contract terms below and if you agree with them, click on the "Accept" button below. If you do not agree with them, click on the "Reject" button below or return to the contract terms screen to make changes.

Do you want to take out this contract?

Pool # Range:	611445 - 612858	Required Spread Gfee:	0.000 bps
Security Amount:	\$ 1,000,000.00	Buy Up/Buy Down Option:	Neither Buy Up nor Buy Down
Weighted Average Security Coupon:	Based on the allocated loans.Current value shown on contract's View Weighted Average Terms page	Buy Up Max:	0.000 bps <a href="#">Edit BU/BD</a>
Settlement Date:	06/24/2014		
Final Delivery Date:	6/17/2014 8PM EDT		

Contract Name:	June ARMs	Servicing Option:	FLEX	Retained
Prepayment Penalty Indicator:	false	Servicer #:		486565
Security Product:	NonConvrt 1/1 1-Year CMT ARM 2/2/2-6	Minimum Contract Servicing Spreads(Fe_XXXXXXX	Coupon:	0.375%
LTV Ratio Percent Range:	0% - <= 105%		Net Margin Percent:	0.250%
Master Commitment:	TBD		Lifetime Ceiling:	0.250%
MC Type:	Flow		Remittance Option:	First Tuesday
Approval Status Summary:	<a href="#">Not Applicable</a>		Super ARC Due Day:	N/A
Execution Option:	Guarantor		Prepayment Remittance Due Days:	5
Loan Amortization Period Count:	0 - 360 months			
Loan Maturity Period Count:	0 - 360 months			
Interest And Payment Adjustment Index:	45			
Lead Days Count:				

[<<Change Contract Terms](#)

- Verify your terms. If you need to change any terms, click [<<Change Contract Terms](#).
- Click **Accept** to accept the contract. The Contract Details screen displays with a summary of your contract terms. The CUSIP number is immediately available on the Contract Details screen.



Click **Reject**, to reject the contract and return to the Take Out Guarantor Contract screen to start over.



The buy up and buy down option is ineligible under the WAC ARM Guarantor Program.

# Take Out a Guarantor or MultiLender Contract

Selling Contract Details
Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

**Investor Contract Identifier:** 31412828    **Pool #:** 611445    [Printer Friendly View](#)

**Contract Options**  
[Add Loan\(s\) to Contract](#)  
[Import Loans](#)  
[View/Assign Wire Instructions](#)  
[Modify Contract](#)  
[Edit Approval Status](#)  
[Refresh Contract Details](#)

**Loan Options**  
No options available

**Summary of Contract Terms**

Contract Name:	June ARMs	Allocated Loan UPB:	\$0.00
CUSIP Number:	31337NTA6	Security Amount:	\$1,000,000.00
Master Commitment:	TBD	Settlement Date:	06/24/2014
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	0 - 360 months
Security Product:	NonConvrt 1/1 1-Year CMT ARM 2/2/2-6	Loan Maturity Period Count:	0 - 360 months
Weighted Average Security Coupon:	Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable
Prepayment Penalty Indicator:	false	Interest And Payment Adjustment Index Lead Days Count:	45
		LTV Ratio Percent Range:	0% - <= 105%

<b>Funding Status</b>	<b>Servicing Terms</b>
Final Delivery Date: 6/17/2014 8PM EDT	Servicing Option: FLEX Retained
Pool Valid:	Servicer#: 486565
Wire Ready: No	Remittance Option: First Tuesday
Contract Status: Accepted	Super ARC Due Day: N/A
Accepted Date: 6/03/2014 16:12:12	Prepayment Remittance Due Days: 5 days

**Pricing**

Required Spread Gfee:	0.000 bps
Buy Up/Buy Down Option:	Neither Buy Up nor Buy Down
Buy Up Max:	0.000 bps
Minimum Contract Servicing Spreads (Fees):	
Coupon:	0.375%
Net Margin Percent:	0.250%
Lifetime Ceiling:	0.250%

Loan Summary Information					
# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment
0	0	0	0	0	0

8. Click **Printer Friendly View** to print this screen as a confirmation for your records.

# Take Out a Guarantor or MultiLender Contract

## Contract Details Screen

The Contract Details screen allows you to manage your contract. This screen displays the summary of contract terms and loan summary information including:

- Detailed information about the contract options you selected
- Investor Contract Identifier
- Pool Number
- CUSIP number
- Funding Status
- Servicing Terms
- Pricing Terms

A sample of a Guarantor Contract Details screen is displayed below.

Selling Contract Details
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<b>Investor Contract Identifier:</b>	123654789	<b>Pool #:</b>	J10844	<a href="#">Printer Friendly View</a>	<b>Contract Options</b> <a href="#">Add Loan(s) to Contract</a> <a href="#">Import Loans</a> <a href="#">View/Assign Wire Instructions</a> <a href="#">Modify Contract</a> <a href="#">Edit Approval Status</a> <a href="#">Refresh Contract Details</a>
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Summary of Contract Terms			
Contract Name:	Allocated Loan UPB:	\$0.00	
CUSIP Number:	Security Amount:	\$1,000,000.00	
Master Commitment:	Settlement Date:	04/25/2012	
Approval Status Summary:	MC Type:	Flow	
Execution Option:	Loan Amortization Period Count:	1 - 182 months	
Security Product:	Loan Maturity Period Count:	1 - 180 months	
Security Coupon:	Note Rate Percent Range:	5.250% - 7.500%	
Prepayment Penalty Indicator:	Note Rate Percent Type:	Fixed	
Prepayment Penalty Indicator:	false		

<b>Funding Status</b> Final Delivery Date: 4/18/2012 8PM EDT Pool Valid: No Wire Ready: No Contract Status: Accepted Accepted Date: 4/04/2012 09:20:17	<b>Servicing Terms</b> Servicing Option: FLEX Servicer#: <span style="background-color: red; color: white; padding: 2px;">Retained</span> Remittance Option: First Tuesday Super ARC Due Day: N/A Prepayment Remittance Due Days: 5 days
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<b>Pricing</b> Required Spread Gfee: 0.900 bps BUUD Program : Note Level Buy Up/Buy Down Option: Buy Up and Buy Down Buy Up Max: 12.500 bps Minimum Required Servicing Spread: 0.250%	
--	--

Loan Summary Information						
# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
0	0	0	0	0	0	0

Use the **Printer Friendly View** link to print this screen for your records. The Contract Detail screen also provides access to specific contract and loan-level functionality through the Contract Options and Loan Options boxes.

# Take Out a Guarantor or MultiLender Contract

## Contract Options Box

The Contract Options box links you to functionality used to manage your contracts through contract fulfillment.

The contract functions for fixed-rate Guarantor, MultiLender and WAC ARM Guarantor include:

- Add Loan(s) to Contract
- Import Loans
- View/Assign Wire Instructions
- Modify Contract
- View Weighted Average Terms (Applicable only for WAC ARM contracts)
- Validate Pool
- Refresh Contract Details

Investor Contract Identifier: 31901501		Pool #: 227694		<a href="#">Printer Friendly View</a>
<b>Summary of Contract Terms</b>				
Contract Name:	AD_995_014	Allocated Loan UPB:	\$769,560.14	
Contract ID Number:	3128Q788	Security Amount:	\$1,000,000.00	
Contract Commitment:	W13121949	Settlement Date:	05/30/2014	
Contract Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow	
Contract Option:	Guarantor	Loan Amortization Period Count:	0 - 360 months	
Contract Product:	NonCnvt 5/1 1-Year LIBOR ARM 2/2/2-6	Loan Maturity Period Count:	0 - 360 months	
Contract Weighted Average Coupon:	Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable	
Contract Payment Penalty Indicator:	false	Interest And Payment Adjustment Index Lead Days Count:	45	
		LTV Ratio Percent Range:	0% - <= 105%	

**Contract Options**

- [Add Loan\(s\) to Contract](#)
- [Import Loans](#)
- [View/Assign Wire Instructions](#)
- [Modify Contract](#)
- [View Weighted Average Terms](#)
- [Validate Pool](#)
- [Refresh Contract Details](#)

The sections below provide detailed steps on how to use the functionality in the Contract Options box.

## Add Loans to Contract

The **Add Loan(s) to Contract** option allows you to add loans that currently exist in the selling system's Loan Pipeline to the contract. This is also known as Allocate Loans.

Follow the steps below to add loans to a contract:

1. From the Contract Details screen, go to the Contract Options box and click **Add Loan(s) to Contract**.

## Take Out a Guarantor or MultiLender Contract

<b>Investor Contract Identifier:</b> 31981501		<b>Pool #:</b> 1B7694		<a href="#">Printer Friendly View</a>	<b>Contract Options</b>
<b>Summary of Contract Terms</b>					
<b>Contract Name:</b>	MC_394_014	<b>Allocated Loan UPB:</b>	\$749,800.00	<a href="#">Add Loan(s) to Contract</a> <a href="#">Import Loans</a> <a href="#">View/Assign Wire Instructions</a> <a href="#">Modify Contract</a> <a href="#">View Weighted Average Terms</a> <a href="#">Validate Pool</a> <a href="#">Refresh Contract Details</a>	
<b>Contract ID Number:</b>	31981501	<b>Security Amount:</b>	\$1,216,310.71		
<b>Contract Commitment:</b>	W312125B9	<b>Settlement Date:</b>	05/31/2014		
<b>Contractual Status Summary:</b>	<a href="#">Not Applicable</a>	<b>MC Type:</b>	Flow		
<b>Allocation Option:</b>	Guarantor	<b>Loan Amortization Period Count:</b>	0 - 360 months		
<b>Contract Product:</b>	NonCnvt 5/1 1-Year LIBOR ARM 2/2/2-6	<b>Loan Maturity Period Count:</b>	0 - 360 months		
<b>Weighted Average Contract Coupon:</b>	Calculation shown on View Weighted Average Terms	<b>Note Rate Percent Type:</b>	Adjustable		
<b>Payment Penalty Indicator:</b>	false	<b>Interest And Payment Adjustment Index Lead Days Count:</b>	45		
		<b>LTV Ratio Percent Range:</b>	0% - <= 105%		

2. On the Contract: Add Loans screen, enter loan criteria to search for eligible loans you want to allocate to the contract.
3. Click **List Loans**.

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**Selling**  
Contract: Add Loans

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Investor Contract Identifier/Pool #: 123654789 / A92017

**Select loans to add to the contract. Only loans eligible for the contract will be displayed. The maximum number of loans that can be displayed below is 800.**

Security Product:	30-Year Gold PC	Security Amount:	\$1,216,310.71
Settlement Date:	4/11/2012	Allocated Loan UPB:	\$0.00
Interest Rate:	4.250% - 6.500%	Selected Loan UPB:	<a href="#">View Selected UPB Amount</a>

<b>Seller Loan Identifier:</b>	<input type="text"/>	<b>Certified:</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<b>Primary Borrower Last Name:</b>	<input type="text"/>	<b>Edits Cleared:</b>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
<b>Loan Status:</b>	<input type="text"/>		
<b>Interest Rate Range:</b>	<input type="text" value="4.250"/> % to <input type="text" value="6.500"/> %	<b>Loan Create Date:</b>	From <input type="text" value=""/> [mm/dd/yyyy] To <input type="text" value=""/> [mm/dd/yyyy]

Standard Search will not include Modified, or Converted Loans. To include them, please check the applicable boxes below:

Loan Type:  Modified  Converted

[<<Back to Contract Details](#)



If you want to include Modified or Converted loans in the List Loans search, be sure to check the Loan Type of Modified or Converted.

4. The screen will refresh and display your search results.

# Take Out a Guarantor or MultiLender Contract

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## Selling

Contract: Add Loans

Investor Contract Identifier/Pool #: 123654789 / A92017

**Select loans to add to the contract. Only loans eligible for the contract will be displayed. The maximum number of loans that can be displayed below is 800.**

Security Product: 30-Year Gold PC	Security Amount: \$1,216,310.71
Settlement Date: 4/11/2012	Allocated Loan UPB: \$0.00
Interest Rate: 4.250% - 6.500%	Selected Loan UPB: <a href="#">View Selected UPB Amount</a>

Seller Loan Identifier: <input type="text"/>	Certified: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Primary Borrower Last Name: <input type="text"/>	Edits Cleared: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
Loan Status: <input type="text" value="New"/>	
Interest Rate Range: <input type="text" value="4.250"/> % to <input type="text" value="6.500"/> %	Loan Create Date: From <input type="text"/> To <input type="text"/>

Standard Search will not include Modified, or Converted Loans. To include them, please check the applicable boxes below:

Loan Type:  Modified  Converted

Seller Loan Identifier	Last Name	Interest Rate	Loan Status	UPB	Loan Reference Product Label	Certified	Edits Clear
<input checked="" type="checkbox"/> 0277417622	DOE	4.500%	New	\$314,100.00	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 1MANFAT20YR	SMITHERI	5.000%	New	\$237,056.10	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 20YRCLEARBLEDFEE	SMITHERI	5.000%	New	\$237,056.10	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 20YRCLEARBLEDFEE1	SMITHERI	4.500%	New	\$236,884.93	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 20YRCLEARBLEDFEE2	SMITHERI	4.500%	New	\$236,884.93	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 29	P-LNAME	5.000%	New	\$224,458.18	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 30YRSUPERCONF	SMITHERI	5.000%	New	\$418,988.60	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 30YR_C3_FX4	JONES	5.000%	New	\$155,030.72	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 99999791	DOE	4.250%	New	\$290,649.38	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> APPRECD	TEST	5.000%	New	\$100,000.00	15-Year Fixed Rate Conventional	No	Yes
<input checked="" type="checkbox"/> BEDROOMTEST	MAC	5.000%	New	\$158,600.94	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> DEL	JONES	5.000%	New	\$114,861.82	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC-0091	P-LNAME	4.500%	New	\$280,000.00	15-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC-0291	P-LNAME	5.000%	New	\$224,458.18	30-Year Fixed Rate Conventional	No	Yes
<input checked="" type="checkbox"/> E2ECLNSC-039L	P-LNAME	5.000%	New	\$532,391.38	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC-041L	P-LNAME	5.000%	New	\$532,391.38	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC 001M	PNAME	4.500%	New	\$249,626.49	40-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC 004M	BROWN	4.250%	New	\$376,800.79	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC 009L	P-LNAME	5.000%	New	\$223,312.92	15-Year Fixed Rate Conventional	No	Yes
<input checked="" type="checkbox"/> E2ECLNSC 01222	PNAME	4.500%	New	\$249,626.49	40-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC 065	P-LNAME	4.750%	New	\$628,915.86	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC N01L	PNAME	4.500%	New	\$249,626.49	40-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC N23L	P-LNAME	5.000%	New	\$223,312.92	15-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC N24L	P-LNAME	5.000%	New	\$223,312.92	15-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> E2ECLNSC N65L	P-LNAME	4.750%	New	\$428,915.86	5-Year Balloon/Reset	No	No

Select Page     Select All 76 Loans    Total Selected: 25  
 Displaying: 1 - 25 of 76 Loans    First | Prev | << 1 2 3 4 >> | Next | Last    Loans per page: 25

[<<Back to Contract Details](#)

5. Select the loans you want to add to your contract by clicking the check box next to each the loan.
6. If you want to view the total UPB of the selected loans before clicking **Add Loans**, click **View Selected UPB Amount**. If the amount is insufficient to fulfill the contract terms, you can select more loans to allocate the contract or you can proceed and allocate additional loans at a later date.

# Take Out a Guarantor or MultiLender Contract

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Selling  
Contract: Add Loans

Investor Contract Identifier/Pool #: 123654789 / A92017

Select loans to add to the contract. Only loans eligible for the contract will be displayed. The maximum number of loans that can be displayed below is 800.

Security Product: 30-Year Gold PC      Security Amount: \$3,984,245.15  
 Settlement Date: 4/18/2012      Allocated Loan UPB: \$0.00  
 Interest Rate: 4.250% - 6.500%      Selected Loan UPB: [View Selected UPB Amount](#)

Seller Loan Identifier:       Yes  No  Both  
 Primary Borrower Last Name:       Yes  No  Both  
 Loan Status:       From  To   
 Interest Rate Range:       [mm/dd/yyyy]      [mm/dd/yyyy]  
 Standard Search will not include Modified      the applicable boxes below:  
 Loan Type:  Modified  Converted

Total UPB Selected: **\$3,761,421.26**

Seller Loan Identifier	Last Name	Interest Rate	Loan Status	UPB	Loan Reference Product Label	Certified	Edits Clear
<input checked="" type="checkbox"/> 0277417622	DOE	4.500%	New	\$314,100.00	30-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 1MANFAT20YR	SMITHERI	5.000%	New	\$237,056.10	20-Year Fixed Rate Conventional	No	No
<input checked="" type="checkbox"/> 20YRCLEARBLEDFEE	SMITHERI	5.000%	New	\$237,056.10	20-Year Fixed Rate Conventional	No	No

## 7. Click Add Loans.

The bottom of the Contract Details screen displays Loan Summary Information, which identifies certain loan finalization and processing information to assist you in managing your contract fulfillment. The Loan Summary Information includes: Number of Loans Allocated, Loans with Edits not Cleared, Not Certified, Loans with Certification Issues, 996E Not Complete, Awaiting Warehouse Lender Assignment and Loans Not Priced.

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Selling  
Contract Details

Investor Contract Identifier: 123654789      Pool #: A92017      [Printer Friendly](#)      [View](#)

**Summary of Contract Terms**

Contract Name:	Tst_gu_1	Allocated Loan UPB:	\$2,446,137.12
CUSIP Number:	312940G29	Security Amount:	\$3,984,245.15
Master Commitment:	M82801069	Settlement Date:	04/18/2012
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	239 - 362 months
Security Product:	30-Year Gold PC	Loan Maturity Period Count:	181 - 360 months
Security Coupon:	4.000%	Note Rate Percent Range:	4.250% - 6.500%
Prepayment Penalty Indicator:	false	Note Rate Percent Type:	Fixed

**Contract Options**

- [Add Loan\(s\) to Contract](#)
- [Import Loans](#)
- [View/Assign Wire Instructions](#)
- [Modify Contract](#)
- [Validate Pool](#)
- [Refresh Contract Details](#)

**Loan Options**

- [Price Loans Against Contract](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Remove Loan\(s\) from Contract](#)
- [Build Form 996E](#)
- [Build Form 1034E](#)

**Funding Status**

Final Delivery Date:	4/13/2012 8PM EDT
Pool Valid:	<a href="#">No</a>
Wire Ready:	No
Contract Status:	Accepted
Accepted Date:	4/03/2012 14:31:53

**Servicing Terms**

Servicing Option:	Retained
Servicer#:	XXXXXX
Remittance Option:	Gold
Super ARC Due Day:	N/A
Prepayment Remittance Due Days:	2 days

**Pricing**

Required Spread Gfee:	3.828 bps
BUBD Program :	Note Level
Buy Up/Buy Down Option:	Buy Up and Buy Down
Buy Up Max:	25.000 bps
Gold Rush Rate:	5.000 bps
Minimum Required Servicing Spread:	0.250%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
9	9	9	0	0	0	0

# Take Out a Guarantor or MultiLender Contract

If the selling system is unable to allocate any loans, the Contract: Add Loans Error Detail screen will display with error message details that identify why a loan could not be allocated to the contract. You will need to either correct the errors before allocation can occur or you may select different loans to add to the contract to fulfill the contract terms.

## View Weighted Average Contract Terms

The View Weighted Average Terms option only applies to WAC ARM Guarantor contracts and will display *after* loans are allocated to the contract. By clicking on the link, you are able to view the calculated weighted average terms for items such as security coupon, contract interest rate, contract gross margin, and minimum coupon servicing spread.

On the Contract Details screen click the View Weighted Average Terms link in the Contract Options box.

Summary of Contract Terms	
Contract Name:	INS_3Q_PURE_PC_ARM
CUSIP Number:	31282P9H8
Master Commitment:	W52121949
Approval Status Summary:	Not Applicable
Execution Option:	Guarantor
Security Product:	NonConvrt 7/1 1-Year LIBOR ARM 5/2/5-6
Weighted Average Security Coupon:	Calculation shown on View Weighted Average Terms
Prepayment Penalty Indicator:	false

Allocated Loan UPB:	\$308,564.34
Security Amount:	\$500,000.00
Settlement Date:	06/18/2014
MC Type:	Flow
Loan Amortization Period Count:	0 - 360 months
Loan Maturity Period Count:	0 - 360 months
Note Rate Percent Type:	Adjustable
Interest And Payment Adjustment Index Lead Days Count:	45
LTV Ratio Percent Range:	0% - <= 1.05%

# Take Out a Guarantor or MultiLender Contract

The View Weighted Average Contract Terms screen displays the Pre-Settlement Calculations of the Calculated Weighted Average Terms.

**Selling**  
 View Weighted Average Contract Terms

Organization: Bank of America, N.A. 0000004  
 Seller/Service: 520000  
 Branch: 70000

Investor Contract Identifier/Pool #: 3000000 / 000000

[Printer Friendly View](#)

Investor Contract Identifier:	3000000	Total Loans Allocated:	3
Contract Name:	NO. 0000. 0000	Allocated Loan UPB:	\$769,560.14
Security Product:	NonCnvt 5/1 1-Year LIBOR ARM 2/2/2-6	Security Amount:	\$1,000,000.00
Required Spread (Gfee):	30.000	Requested Settlement Date:	05/30/2014
Buy Up/Buy Down Option:	Neither Buy Up nor Buy Down		
Buy Up Max:	bps		

**Pre-Settlement Calculations\*\*** (Final calculation of weighted averages and values occurs at settlement)

Calculated Weighted Average		Loan-Level Values	
Security Coupon:	2.632%	Mortgage Rate High:	3.397%
Contract Interest Rate:	3.283%	Mortgage Rate Low:	3.250%
Original Weighted Average Component Margin:	1.600%	Mortgage Margin High:	2.250%
Minimum Coupon Servicing Spread (Fee):	0.250%	Mortgage Margin Low:	2.250%
Remaining Maturity:	359 months	Mortgage Lifetime Ceiling High:	9.397%
First Per Change Maximum Increase Rate Percent*:	2.000%	Mortgage Lifetime Ceiling Low:	9.250%
Subsequent Per Change Maximum Increase Rate Percent*:	2.000%		
Life of Loan Rate Cap Percent:	8.632%		
Life of Loan Cap:	6.000%		
Weighted Average Gfee:	40.00000 bps		
Months to Adjust:	60.00 months		

\* First and Subsequent Per Change Maximum value supports both Increase and Decrease.

\*\*Notice: These are pre-settlement calculations and are not final. Due to rounding, these calculations may differ from the weighted averages calculated at settlement. Freddie Mac's calculation of weighted averages at settlement shall be final and controlling, and used to complete the guarantor transaction.

[<<Back to Contract Details](#)
Export Weighted Average Contract Terms

# Take Out a Guarantor or MultiLender Contract

---

## Modify Guarantor Contract

You may modify any information in a Guarantor or MultiLender contract *prior* to entering the Settlement Cycle. Once a contract has entered the Settlement Cycle, you may only modify the following fields:

- Contract name
- Settlement Date (not applicable for WAC ARM Guarantor contracts)

If you modify your contract the selling system will require you to re-validate your pool. You may cancel a contract up until 8:00 PM Eastern time, the evening before the Settlement Date.

### ***Impacts***

If you modify any of the following attributes the selling system may de-allocate loans and you will be required to re-evaluate and revalidate the pool:

- Master Commitment
- Security Product
- Security Coupon and Pool number (MultiLender only)
- Security Coupon
- Minimum Required Servicing Spread

Also, note that the related Pool and CUSIP numbers will change when you modify a product.

In order to modify your contract, you must access the Modify functionality. You can access this functionality on the Contract Details screen of the contract you want to modify.

All fixed-rate Guarantor, MultiLender and WAC ARM Guarantor contracts can be modified using the same procedure. Each Modify screen will display your existing contract terms and provide the ability to change your terms under New Contract Terms. A sample is shown below.

# Take Out a Guarantor or MultiLender Contract

**Modify Terms** Outlined data fields may be modified

Existing Contract Terms	New Contract Terms
<b>Contract Information</b>	
Master Commitment:*	TBD <span style="border: 1px solid blue; padding: 2px;">TBD Eff: 1/1/1970 Exp: 1/1/9999 Rem: \$98,779,196,679.00FLEX ▼</span>
Approval Status Summary:	Not Applica12365478;
Prepayment Penalty Indicator:*	false <input type="radio"/> True <input checked="" type="radio"/> False
Security Product:*	30-Year Gold PC <span style="border: 1px solid blue; padding: 2px;">30-Year Gold PC ▼ <a href="#">Show Details</a></span>
LTV Ratio Percent Range:	0% - <= 105%
Security Amount:*	\$ 1,000,000.00 <span style="border: 1px solid blue; padding: 2px;">1,000,000.00</span>
Contract Name:	June Fixed Rate <span style="border: 1px solid blue; padding: 2px;">June Fixed Rate</span>
Settlement Date:*	06/19/2014 <span style="border: 1px solid blue; padding: 2px;">06/19/2014 <input type="text"/> (mm/dd/yyyy)</span>
Settlement Cycle Days:*	4 <span style="border: 1px solid blue; padding: 2px;">4-Gold Rush ▼</span>
Security Coupon:***	4.000% <span style="border: 1px solid blue; padding: 2px;">4.000 % (Whole or half coupon only)</span>
** May cause a change in pool #.	
<b>Servicing Information</b>	
Servicing Option:*	Retained <input checked="" type="radio"/> Retained <input type="radio"/> CTOS
<b>Servicing Retained</b>	
Designated Servicer #:*	486565 <span style="border: 1px solid blue; padding: 2px;">486565 Test ▼</span>
Minimum Required Servicing Spread:*	0.250% <span style="border: 1px solid blue; padding: 2px;">0.250 % ( 0.250 - 2.000% )</span>
Remittance Option:*	Gold <span style="border: 1px solid blue; padding: 2px;">Gold ▼</span>
Super ARC Due Day:	N/A
Interest / Principal Remittance Type:	Scheduled/Actual Scheduled/Actual
Prepayment Remittance Due Days:	5 days <span style="margin-left: 50px;">5 days (Set by your Master Commitment)</span>
<a href="#">Continue &gt;&gt;</a>	
<b>Unless the contract has settled, you may also void the contract. Voiding the contract will cancel your obligation to fulfill it. Any loans in the contract will be deallocated.</b>	
<input type="button" value="Void Contract"/>	
<a href="#">&lt;&lt;Back to Contract Details</a>	

## Take Out a Guarantor or MultiLender Contract

---

Follow the steps below to modify all Guarantor and MultiLender contracts from the Contract Details screen.

1. From the Contract Details screen, select **Modify Contract** in the Contract Options box.



The screenshot shows the 'Selling Contract Details' page. At the top, there is a navigation bar with links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this, the page title 'Selling Contract Details' is displayed. The main content area shows contract details for an 'Investor Contract Identifier' of 123654789 and a 'Pool #' of A92015. A 'Printer Friendly View' link is also present. A 'Summary of Contract Terms' table is shown with the following data:

Summary of Contract Terms			
Contract Name:	tst_11	Allocated Loan UPB:	\$0.00
CUSIP Number:	312940GY9	Security Amount:	\$1,000,000.00
Master Commitment:	M82801069	Settlement Date:	03/30/2012
Approval Status Summary:	Not Applicable	MC Type:	Flow
		Loan Amortization Period Count:	239 - 362 months
		Loan Maturity Period:	181 -

On the right side, there is a 'Contract Options' box containing several links: 'Add Loan(s) to Contract', 'Import Loans', 'View/Assign Wire Instructions', 'Modify Contract' (highlighted with a red box), and 'Refresh Contract Details'. A 'Printer Friendly View' link is also located near the top right of the contract details.

2. The Modify Guarantor or MultiLender Contract screen displays. Make necessary modifications. Certain terms may or may not be modifiable depending on contract status.

# Take Out a Guarantor or MultiLender Contract

Home Help News Contact Us Admin Logout FreddieMac.com

Selling  
Modify Guarantor Contract

Investor Contract Identifier/Pool #: 123654789 / A92015 \* Denotes a required field.

You may modify or void this contract. Modifying the contract may cause it to be repriced or change the pool#, in which case you'll be asked to verify and accept the changes. Depending on the contract's status, certain terms may not be modifiable.

**Modify Terms**

Existing Contract Terms	New Contract Terms
<b>Contract Information</b>	
Master Commitment:*	M82801069 <input type="text" value="M82801069 Eff: 2/1/2012 Exp: 2/1/2013 Rem: \$1,056,909,158.48"/>
Approval Status:	Not Applicable
Prepayment Penalty Indicator:*	false <input type="radio"/> True <input checked="" type="radio"/> False
Security Product:*	30-Year Gold PC <input type="text" value="30-Year Gold PC"/> <a href="#">Show Details</a>
Security Amount:*	\$ 1,000,000.00 <input type="text" value="1,000,000.00"/>
Contract Name:	tst_11 <input type="text" value="tst_11"/>
Settlement Date:*	03/30/2012 <input type="text" value="04/18/2012"/> (mm/dd/yyyy)
Settlement Cycle Days:*	3 <input type="text" value="3-Gold Rush"/>
Security Coupon:***	4.000% <input type="text" value="4.000"/> % (Whole or half coupon only)
** May cause a change in pool #.	
<b>Servicing Information</b>	
Servicing Option:*	Retained <input checked="" type="radio"/> Retained <input type="radio"/> CTOS
<b>Servicing Retained</b>	
Designated Servicer #:*	XXXXXXX <input type="text" value="XXXXXXX"/>
Minimum Required Servicing Spread:*	0.250% <input type="text" value="0.250"/> % ( 0.250 - 2.000% )
Remittance Option:*	Gold <input type="text" value="Gold"/>
Super ARC Due Day:	N/A
Interest / Principal Remittance Type:	Scheduled/Actual Scheduled/Actual
Prepayment Remittance Due Days:	2 days <input type="text" value="2 days (Set by your Master Commitment)"/>
<a href="#">Continue &gt;&gt;</a>	
Unless the contract has settled, you may also void the contract. Voiding the contract will cancel your obligation to fulfill it. Any loans in the contract will be deallocated.	
<input type="button" value="Void Contract"/>	
<a href="#">&lt;&lt;Back to Contract Details</a>	

3. Click **Continue>>**. The Verify Guarantor or MultiLender Contract Terms screen displays.
4. If you want to modify or adjust the buy up/buy down selections for your fixed-rate or MultiLender contracts, select Edit BU/BD or select Accept or Reject to advance to the Contract Details screen.

# Take Out a Guarantor or MultiLender Contract

[Home](#) | [Help](#) | [News](#) | [Contact Us](#) | [Admin](#) | [Logout](#) | [FreddieMac.com](#)

**Selling**  
 Verify Guarantor Contract Terms

---

**Investor Contract Identifier:** 123654789

Your BU/BD terms may have changed. These values must be verified before continuing. Click on the Edit BU/BD link or button below, or click on the Reject button to return to the Contract Details screen.

**Please review the contract terms below and if you agree with them, click on the "Accept" button below. If you do not agree with them, click on the "Reject" button below or return to the contract terms screen to make changes.**

**Do you want to accept the contract modifications?**

<table> <tr><td>Pool #:</td><td></td></tr> <tr><td>Security Amount:</td><td>\$ 1,000,000.00</td></tr> <tr><td>Security Coupon:</td><td>4.000%</td></tr> <tr><td>Interest Rate**:</td><td>4.250% - 6.500%</td></tr> <tr><td>Settlement Date:</td><td>04/18/2012</td></tr> <tr><td>Final Delivery Date:</td><td>4/13/2012 8PM EDT</td></tr> </table>	Pool #:		Security Amount:	\$ 1,000,000.00	Security Coupon:	4.000%	Interest Rate**:	4.250% - 6.500%	Settlement Date:	04/18/2012	Final Delivery Date:	4/13/2012 8PM EDT	<table> <tr><td>Gold Rush Rate :</td><td>5.000 bps</td></tr> <tr><td>Required Spread Gfee:</td><td>3.828 bps</td></tr> <tr><td>Gfee Add on Eligibility:</td><td>Yes <a href="#">Edit Gfee Terms</a></td></tr> <tr><td>Buy Up/Buy Down Program:</td><td>Note Level</td></tr> <tr><td>Buy Up/Buy Down Option:</td><td>Buy Up and Buy Down</td></tr> <tr><td>Buy Up Max:</td><td><a href="#">Edit BU/BD</a></td></tr> </table>	Gold Rush Rate :	5.000 bps	Required Spread Gfee:	3.828 bps	Gfee Add on Eligibility:	Yes <a href="#">Edit Gfee Terms</a>	Buy Up/Buy Down Program:	Note Level	Buy Up/Buy Down Option:	Buy Up and Buy Down	Buy Up Max:	<a href="#">Edit BU/BD</a>
Pool #:																									
Security Amount:	\$ 1,000,000.00																								
Security Coupon:	4.000%																								
Interest Rate**:	4.250% - 6.500%																								
Settlement Date:	04/18/2012																								
Final Delivery Date:	4/13/2012 8PM EDT																								
Gold Rush Rate :	5.000 bps																								
Required Spread Gfee:	3.828 bps																								
Gfee Add on Eligibility:	Yes <a href="#">Edit Gfee Terms</a>																								
Buy Up/Buy Down Program:	Note Level																								
Buy Up/Buy Down Option:	Buy Up and Buy Down																								
Buy Up Max:	<a href="#">Edit BU/BD</a>																								

Contract Name:	tst_11	Servicing Option:	Retained
Prepayment Penalty Indicator:	false	Servicer #:	
Security Product:	30-Year Gold PC	Minimum Required Servicing Spread:	0.250%
Master Commitment:	M82801069	Remittance Option:	Gold
MC Type:	Flow	Super ARC Due Day:	N/A
Approval Status Summary:	<a href="#">Not Applicable</a>	Prepayment Remittance Due Days:	2
Execution Option:	Guarantor		
Loan Amortization Period Count:	239 - 362 months		
Loan Maturity Period Count:	181 - 360 months		

\*\* Your minimum allocable note rate may be higher than the minimum shown on your contract due to subsequent analysis of individual loan characteristics which results in adjustments.

[<<Back to Modify Contract](#)

The Contract Details screen displays with a summary of your contract terms and loan information.

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**Selling**  
 Contract Details

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<b>Investor Contract Identifier:</b>	123654789	<b>Pool #:</b>	A92015	<a href="#">Printer Friendly</a> <a href="#">View</a>	<b>Contract Options</b> <a href="#">Add Loan(s) to Contract</a> <a href="#">Import Loans</a> <a href="#">View/Assign Wire Instructions</a> <a href="#">Modify Contract</a> <a href="#">Edit Approval Status</a> <a href="#">Refresh Contract Details</a>
--------------------------------------	-----------	----------------	--------	--	--

**Summary of Contract Terms**

Contract Name:	tst_11	Allocated Loan UPB:	\$0.00
CUSIP Number:	312940GY9	Security Amount:	\$1,000,000.00
Master Commitment:	M82801069	Settlement Date:	04/18/2012
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	239 - 362 months
Security Product:	30-Year Gold PC	Loan Maturity Period Count:	181 - 360 months
Security Coupon:	4.000%	Note Rate Percent Range:	4.250% - 6.500%
Prepayment Penalty Indicator:	false	Note Rate Percent Type:	Fixed

<b>Funding Status</b>	<b>Servicing Terms</b>		
Final Delivery Date:	4/13/2012 8PM EDT	Servicing Option:	Retained
Pool Valid:		Servicer#:	XXXXXX
Wire Ready:	No	Remittance Option:	Gold
Contract Status:	Accepted	Super ARC Due Day:	N/A
Accepted Date:	3/26/2012 16:23:37	Prepayment Remittance Due Days:	2 days

<b>Pricing</b>	
Required Spread Gfee:	3.828 bps
BU/BD Program :	Note Level
Buy Up/Buy Down Option:	Buy Up and Buy Down
Buy Up Max:	25.000 bps
Gold Rush Rate:	5.000 bps
Minimum Required Servicing Spread:	0.250%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
0	0	0	0	0	0	0

# Take Out a Guarantor or MultiLender Contract

## Void Guarantor or MultiLender Contract

You may cancel a contract up until 8:00 PM Eastern Time the evening before the Final Delivery Due Date. When you cancel a contract the selling system will perform the following actions:

- Allocated loans will be de-allocated from both the contract and PC Pool.
- Master Commitment balance will be adjusted to reflect the balance reserved by the cancelled contract.
- Contracts will be removed from the Contract Pipeline.

Follow the steps below to void both Guarantor and MultiLender contracts.

1. From the Contract Details screen, select **Modify Contract** in the Contract Options box.

The screenshot shows the 'Selling Contract Details' page. At the top, there is a navigation bar with links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below the navigation bar, the page title 'Selling Contract Details' is displayed. The main content area shows contract details for 'Investor Contract Identifier: 123654789' and 'Pool #: A92015'. There are links for 'Printer Friendly' and 'View'. A 'Summary of Contract Terms' table is displayed, listing various contract details. To the right of the table is a 'Contract Options' box containing links: 'Add Loan(s) to Contract', 'Import Loans', 'View/Assign Wire Instructions', 'Modify Contract' (highlighted with a red box), and 'Refresh Contract Details'. Below the 'Contract Options' box is a 'Loan Options' box with the text 'No options available'.

Summary of Contract Terms			
Contract Name:	tst_11	Allocated Loan UPB:	\$0.00
CUSIP Number:	312940GY9	Security Amount:	\$1,000,000.00
Master Commitment:	M82801069	Settlement Date:	04/18/2012
Approval Status Summary:	Not Applicable	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	239 - 362 months
Security Product:	30-Year Gold PC	Loan Maturity Period Count:	181 - 360 months
Security Coupon:	4.000%	Note Rate Percent Range:	4,250% - 6,500%
Prepayment Penalty Indicator:	false	Note Rate Percent Type:	Fixed

2. The Modify Contract screen displays for Guarantor or MultiLender. Click **Void Contract**. The following warning message will appear:

# Take Out a Guarantor or MultiLender Contract

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Selling  
Modify Guarantor Contract

Investor Contract Identifier/Pool #: 123654789 / A92015 \* Denotes a required field.

You may modify or void this contract. Modifying the contract may cause it to be repriced or change the pool#, in which case you'll be asked to verify and accept the changes. Depending on the contract's status, certain terms may not be modifiable.

**Modify Terms**

Existing Contract Terms	New Contract Terms
<b>Contract Information</b>	
Master Commitment:*	M12365478 M82801069 Eff: 2/1/2012 Exp: 2/1/2013 Rem: \$1,056,909,158.48
Approval Status:	Not Applicable
Prepayment Penalty Indicator:*	false <input type="radio"/> True <input checked="" type="radio"/> False
Security Product:*	30-Year Gold PC <input type="text" value="30-Year Gold PC"/> <a href="#">Show Details</a>
Security Amount:*	\$ 1,000,000.00 \$ <input type="text" value="1,000,000.00"/>
Contract Name:	tst_11 <input type="text" value="tst_11"/>
Settlement Date:*	03/30/2012 <input type="text" value="03/30/2012"/> (mm/dd/yyyy)
Settlement Cycle Days:*	3 <input type="text" value="3-Gold Rush"/>
Security Coupon:***	4.000% <input type="text" value="4.000"/> % (Whole or half coupon only)

\*\* May cause a change in pool #.

**Servicing Information**

Servicing Option:\* Retained  Retained  CTOS |

**Servicing Retained**

Designated Servicer #:\* :XXXXXX |

Minimum Required Servicing Spread:\* 0.250%  % ( 0.250 - 2.000% ) |

Remittance Option:\* Gold |

Super ARC Due Day: N/A |

Interest / Principal Remittance Type:  |

Prepayment Remittance Due Days:  |

**Windows Internet Explorer**

Voiding the contract will cancel your obligation to fulfill it. Any loans in the contract will be deallocated.

OK Cancel

[Continue >>](#)

Unless the contract has settled, you may also void the contract. Voiding the contract will cancel your obligation to fulfill it. Any loans in the contract will be deallocated.

[<<Back to Contract Details](#)

3. Click **OK**. The Cancel Swap Contract screen displays.

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Selling  
Cancel Swap Contract

Contract has been cancelled and loans have been deallocated.

NOTICE: The Selling System only maintains loan and loan purchase data back to January 1, 2010. Older data is stored elsewhere under our record retention policy.

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## Overview of Managing Loans

Loans are managed in the selling system for contract fulfillment purposes. You can manage loans directly from the Loan Pipeline screen or from the Contract Details screen. When you manage loans from the Contract Details screen, you are managing loans for a specific contract. When you manage loans from the Loan Pipeline, you can manage any loan, regardless of whether or not the loan is allocated to a contract. The first step to managing yours loans is to learn about how to create loans in the selling system.

The sections below provide information and procedures on the following:

- The Loan Pipeline Overview
- The Loan Pipeline Screen
- Loan Pipeline Search Results
- View/Modify Loans
- Evaluate Loans
- Delete Loans
- Compare with LP
- Calculate Loan Acquisition Scheduled UPB

## Loan Pipeline Overview

Loan Pipeline is a function you will use to search for loans and manage loans saved in the selling system. The Loan Pipeline allows you to filter information based on various criteria to narrow your search and list desired loans. It is recommended that this is the first function to go to if you want to perform any action to a loan. Access the Loan Pipeline from the left navigation bar.

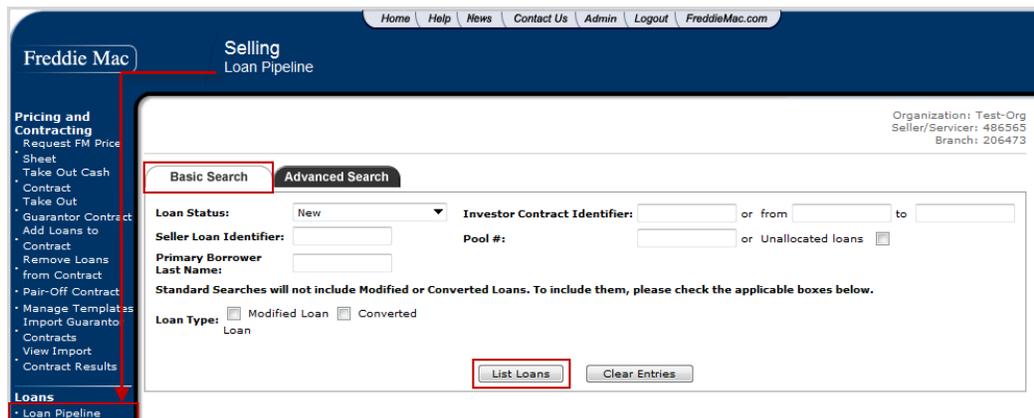
# Manage Loans

## Loan Pipeline Screen

It is easiest to understand the Loan Pipeline screen by dividing the screen into four areas:

Loan Pipeline Screen	
Loan Pipeline Areas	Description
Basic Search	This is the default tab displayed upon entering the Loan Pipeline function. This search is a fast way to obtain a specific loan or range of loans.
Advanced Search	This search tab allows you to enter additional criteria to search for loans. Use the advanced search tab to display additional columns such as the status of Form 996E, <i>Requested Settlement Date and Total Delivery Fees</i> .
Action buttons	The buttons will provide access to the following functionality: <ul style="list-style-type: none"> <li>View/Modify Loan</li> <li>Evaluate</li> <li>Delete</li> <li>Compare with LP</li> <li>Calculate Loan Acquisition Scheduled UPB Amount</li> </ul> Action buttons available are dependent upon your user role and the status of the loan(s).
Loan Pipeline Results	This area lists the Loan Pipeline search results. The maximum number of loans that can be listed is 7000. The labeled data columns shown depend on whether you performed a Basic Search or an Advanced Search. Use the advanced search tab to display pipeline results that include delivery fee information.

The following diagrams illustrate the structure on the Loan Pipeline screen. Notice the four areas: Basic Search, Advanced Search, Action Buttons, and Loan Pipeline Results for each search as described in the table above.



# Manage Loans

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473
Selling  
Loan Pipeline

Basic Search
Advanced Search

Loan Status:  Investor Contract Identifier:  or from  to

Seller Loan Identifier:  Pool #:  or Unallocated loans

Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

Loan Type:  Modified Loan  Converted Loan

Action Buttons

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page  Select All 3 Loans Total Selected: 0

Basic Search Pipeline Results

Select	Seller Loan Identifier ↑	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	<a href="#">1BE</a>	MAC	<a href="#">31411145</a>		03/16/2012	New	New	N	Y
<input type="checkbox"/>	<a href="#">5500</a>	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	<a href="#">BESR1</a>	MAC	<a href="#">31411234</a>		05/29/2012	New	New	N	Y

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page  Select All 3 Loans Total Selected: 0

Results as of Wed May 14 18:34:55 EDT 2014.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473
Selling  
Loan Pipeline

Basic Search
Advanced Search

Loan Status:  Investor Contract Identifier:  or from  to

Seller Loan Identifier:  Pool #:  or Unallocated loans

Primary Borrower Last Name:

Interest Rate Range: from  to  % Requested Settlement Date: from  (mm/dd/yyyy) to  (mm/dd/yyyy) or ASAP

Evaluation Status:  Loan Amortization Type:  Fixed Rate  ARM  Both

Loan Reference Product Label:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

Loan Type:  Modified Loan  Converted Loan

[Additional Fields](#)

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page  Select All 3 Loans Total Selected: 0

Advanced Search Results

Select	Seller Loan Identifier ↑	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	99E Complete	Requested Settlement Date	Total Delivery Fees
<input type="checkbox"/>	<a href="#">0213</a>	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input type="checkbox"/>	<a href="#">741963</a>	513826748	LEE	<a href="#">31411386</a>		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	<a href="#">\$460.56</a>
<input type="checkbox"/>	<a href="#">CLEARABLE1SDLOAN</a>		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Displaying: 1-3 of 3 Loans Loans Per Page: 25 ▼

Select Page  Select All 3 Loans Total Selected: 0

Note: Prices and fees displayed here are not final.

# Manage Loans

---

## Loan Pipeline Search Results

The pipeline column names that appear on the loan pipeline results list depend on whether you perform a Basic Search or an Advanced Search. The following table lists each column name displayed on the pipeline, a brief description, and the search tab it is displayed.

<b>Column Header Name and Search Tab Name</b>	<b>Description/Definition</b>
Seller Loan Identifier <i>Basic &amp; Advanced Tabs</i>	This is the unique identifying number assigned by an institution to a loan application.
Freddie Mac Loan # <i>Advanced Tab</i>	This is the unique identifying number assigned by Freddie Mac to a loan after the loan has been allocated to a contract.
Last Name <i>Basic &amp; Advanced Tabs</i>	Last name of borrower.
Investor Contract Identifier <i>Basic &amp; Advanced Tabs</i>	This is the contract number of the contract.
Pool # <i>Basic &amp; Advanced Tabs</i>	This is the PC Pool Number assigned to the contract.
Contract Expires <i>Basic &amp; Advanced Tabs</i>	The last date of a period of time a Seller has committed to deliver mortgages to fulfill a contract.
UPB <i>Advanced Tab</i>	Indicates the Unpaid Principal Balance of the loan.
Interest Rate <i>Advanced Tab</i>	The original interest rate as indicated on the Note. Also known as Note Interest Rate.
Loan Reference Product Label <i>Advanced Tab</i>	Indicates the product type assigned by the selling system based on the data delivered. For example, 30-year fixed conventional.
Loan Status**	Indicates the state a loan is in at a specific point during the loan life cycle. A loan has one of the following statuses: New, Certification Released, Ready to Fund, Settlement Locked, and Funded.
Certification Status <i>Basic &amp; Advanced Tabs</i>	Indicates if the loans in the contract have completed certification. Indicates if Form 1034E has been completed.
Edits Cleared <i>Basic &amp; Advanced Tabs</i>	Indicates by Yes or No if all loan edits have passed evaluation.
Wire Assigned <i>Basic &amp; Advanced Tabs</i>	Indicates by a Yes or No if wires have been assigned to the contract.

## Manage Loans

<b>Column Header Name and Search Tab Name</b>	<b>Description/Definition</b>
996E Complete <i>Advanced Tab</i>	Indicates by Yes, No, or N/A if the form 996E has been completed.
Requested Settlement Date (For Cash Only) <i>Advanced Tab</i>	Seller requested. Indicates the date of payment to a Seller when Freddie Mac purchases a mortgage. Freddie Mac disperses payment to the Warehouse Lender or the Seller for a mortgage. The mortgage must be in the possession of Freddie Mac or the Custodian and certification must be complete by the final delivery date.
Total Delivery Fees <i>Advanced Tab</i>	<p>This column displays a link that shows the total fee dollar amount and basis points for each applicable delivery fee. The Fee Breakdown window will display the Seller Loan Identifier, Freddie Mac Loan Number, Investor Contract Identifier (if allocated to a contract), Unpaid Principal Balance (UPB), LP Price Level (for loans that have gone through LP), and Calculation Date for all loans.</p> <p>This pop-up window will also display the Base Price and Net Price. The “Fee Breakdown” window will display the following for all Guarantor Fixed Rate, WAC ARM Guarantor and MultiLender loans: Required spread (Gfee), Gfee Add-on adjustments (if applicable), Buy Up Buy Down and the Gfee Add-on (Temporary Payroll Tax Cut Continuation Act of 2011) information.</p>

\*\* Prior to the contract expiration date or the Final Delivery date, go to the Loan Pipeline to ensure the loan status reflects Ready to Fund. If the status displays “New or Certification Released”, you may need to take corrective actions in order to move forward to a Settlement Locked status.

### Loan Status

The chart below lists and defines each loan status.

<b>Loan Status</b>	
<b>Status</b>	<b>Definition</b>
New	A loan has been created in the selling system, but has not been certified.
Certification Released	A loan has been created in the system and has been successfully certified, but must be re-evaluated. Changes cannot be made to certified data fields. In addition, if using a warehouse lender, Freddie Mac must receive the executed Form 996E before the loan reflects the certification released status.

# Manage Loans

Loan Status	
Status	Definition
Ready to Fund	A loan has been allocated to a contract, successfully certified, and purchase edits have been cleared. You can make modifications to fields that are not included in the certification process and you can remove loans from a contract when loans are in this status.
Settlement Locked	A loan has been allocated to a contract, successfully certified, purchase edits have been cleared, and funding will occur within one business day. Once in this status, loan modifications cannot be made and the loan cannot be removed from the contract.
Funded	Indicates that the loan has funded.

## How to View Loan Pipeline

Follow the steps below to view your loan pipeline.

1. From the left navigation bar select **Loan Pipeline**. The Loan Pipeline Screen displays defaulting at the Basic Search tab.

The screenshot shows the 'Selling Loan Pipeline' interface. The 'Advanced Search' tab is active. The search criteria are as follows:

- Loan Status:** New
- Seller Loan Identifier:** [Empty]
- Primary Borrower Last Name:** mac
- Interest Rate Range:** from [ ] to [ ] %
- Evaluation Status:** [Empty]
- Investor Contract Identifier:** [Empty] or from [ ] to [ ]
- Pool #:** [Empty] or Unallocated loans
- Requested Settlement Date:** from [ ] to [ ] or  ASAP
- Loan Amortization Type:** Fixed Rate  ARM  Both
- Loan Reference Product Label:** [Empty]
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.**
- Loan Type:**  Modified Loan  Converted Loan
- Additional Fields:**
  - Certification Status:** [Empty]
  - Property State Code:** [Empty]
  - Contract Name:** [Empty]
  - Loan Prospector@(LP) Type:** [Empty]
  - Create Date:** from [ ] to [ ]
  - Actual Settlement Date:** from [ ] to [ ]
  - Contract Execution:** Cash  Guarantor  Multilender  All

The 'List Loans' button is highlighted with a red box.

2. At the Basic or Advanced Search tab, enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loan Pipeline screen re-displays with the loans that meet your criteria in the Loan Pipeline results section.

# Manage Loans

Selling  
Loan Pipeline

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Basic Search
Advanced Search

**Loan Status:** New

**Seller Loan Identifier:**

**Primary Borrower Last Name:**

**Interest Rate Range:** from  to  %

**Evaluation Status:**

**Investor Contract Identifier:**  or from  to

**Pool #:**  or Unallocated loans

**Requested Settlement Date:** from  to  or  ASAP

**Loan Amortization Type:**  Fixed Rate  ARM  Both

**Loan Reference Product Label:** 15-Year Fixed Rate Conventional

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

**Loan Type:**  Modified Loan  Converted Loan

**Additional Fields**

**Certification Status:**

**Property State Code:**

**Contract Name:**

**Loan Prospector@(LP) Type:**

**Create Date:** from  to

**Actual Settlement Date:** from  to

**Contract Execution:**  Cash  Guarantor  MultiLender  All

Displaying: 1-3 of 3 Loans Loans Per Page: 25

Select Page  Select All 3 Loans Total Selected: 0

Select	Seller Loan Identifier	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	906 Complete	Requested Settlement Date	Total Delivery Fees
<input type="checkbox"/>	0213	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input type="checkbox"/>	741963	513826748	LEE	31411586		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	\$460.56
<input type="checkbox"/>	CLEARABLE1SDLOAN		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Note: Prices and fees displayed here are not final.

Select Page  Select All 3 Loans Total Selected: 0

Displaying: 1-3 of 3 Loans Loans Per Page: 25

Refer to the sections below for step-by-step procedures on how to use the action buttons in the Loan Pipeline. The procedures will flow in the order in which they display within the Loan Pipeline, from left to right.

## View/Modify Loans

You can make changes to loans after they are saved in the selling system by using the View/Modify function. Follow the steps below to modify loans.

1. From the left navigation bar, select **Loan Pipeline**. The Loan Pipeline screen displays with the Basic Search tab as default.
2. Enter your search criteria. You must enter at least one field.
3. Click **List Loans**. The Loan Pipeline screen re-displays with a list of loans that meet your criteria.



To modify a Best Efforts loan where the 1034E has not been built, you must modify it via the Contract Details screen, by clicking the Modify Best Efforts Contract link in the Options box.

# Manage Loans

Selling Loan Pipeline

Organization: Test-Org  
Seller/Services: 486365  
Branch: 206473

Basic Search | Advanced Search

Loan Status:  | Investor Contract Identifier:  or from  to   
 Seller Loan Identifier:  | Pool #:  or Unallocated loans   
 Primary Borrower Last Name:  | Requested Settlement Date: from  to  or  ASAP  
 Interest Rate Range: from  to  % | Loan Amortization Type:  Fixed Rate  ARM  Both  
 Evaluation Status:  | Loan Reference Product Label: 15-Year Fixed Rate Conventional

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.  
 Loan Type:  Modified Loan  Converted Loan

Additional Fields  
 Certification Status:  | Create Date: from  to   
 Property State Code:  | Actual Settlement Date: from  to   
 Contract Name:  | Contract Execution:  Cash  Guarantor  MultiLender  All

Displaying: 1-3 of 3 Loans | Loans Per Page: 25  
 Select Page  Select All 3 Loans | Total Selected: 2

Select	Seller Loan Identifier	Freddie Mac Loan #	Last Name	Investor Contract Identifier	Pool #	Contract Expires	UPB	Interest Rate	Loan Reference Product Label	Loan Status	Certification Status	Edits Cleared	Wire Assigned	996 Complete	Requested Settlement Date	Total Delivery Fees
<input checked="" type="checkbox"/>	0213	513826758	JORDAN	Unallocated			\$200,000.00	4.000%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	
<input checked="" type="checkbox"/>	741353	513826748	LEE	31411585		06/11/2012	\$184,224.94	3.625%	15-Year Fixed Rate Conventional	New	New	N	Y	N/A	ASAP	\$450.05
<input type="checkbox"/>	CLEARABLE1SDLOAN		SMITHERI	Unallocated			\$154,800.87	5.000%	15-Year Fixed Rate Conventional	New	New	N	N	N/A		

Note: Prices and fees displayed here are not final.  
 Select Page  Select All 3 Loans | Total Selected: 2  
 Displaying: 1-3 of 3 Loans | Loans Per Page: 25

4. Select the loans you want to modify by checking the box next to the loan.
5. Click the **View/Modify** button. The Modify Loan screen appears with the first loan you selected.

Selling Modify Loan

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Organization: Test-Org  
Seller/Services: 486365  
Branch: 206473

Seller Loan Identifier: CLEARABLE1SDLOAN  
 Freddie Mac Loan Number:  
 Investor Contract Identifier:  
 Borrower: SMITHERI, JOHNVI

Mortgage Conformity Type: Conforming Mortgage  
 Loan Reference Product Label: 15-Year Fixed Rate Conventional

Evaluation Decision: No

Loan 2 of 2

[<< Back to Pipeline Search Results \(No Save\)](#)

To compare with selected LP data:

Expand All Sections  
 Collapse All Sections  
 \* Denotes a minimum data field required to save a loan.

Seller Loan Identifier: CLEARABLE1SDLOAN  
 MERS MIN Identifier: 40441

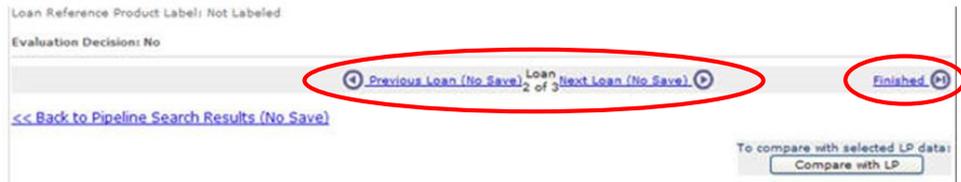
Property Information  
 Subject Property Address  
 Street Address: 123 Main St

6. Make changes to your loan information.
7. Click **Finish** when done.

# Manage Loans



If you selected more than one loan to modify, you will move to the next loan selected. You also have the option to move to next loan or previous loan with no save.



- When you have completed all your modifications click **Finished**. The Summary of Modified Loans screen displays a summary of the loans you modified.



You can see the results of Loan Prospector (LP) assessments at the bottom of the Modify Loan screen. The LP indicators indicate if the loan is determined to be LP, Non LP, or LP Exclude. The CS/LTV (A-minus) indicator determines if the loan is subject to CS/LTV (A-minus) Delivery Fees according to Exhibit 19, Postsettlement Delivery Fees in the *Freddie Mac Single-Family Seller/Service Guide*.



You cannot modify Best Efforts loans from the Loan Pipeline. You must access the Contract Details screen to modify a Best Efforts loan. Refer to Modify a Best Efforts Contract (the section in Help) for more information on Best Efforts contracts.

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

## Selling

### Summary of Modified Loans

[<< Back to Pipeline Search Results](#)

Evaluate Loans

2 loans were modified. 0 loans were modified and unallocated.  
If you would like to evaluate, select the loan(s) and click on the evaluate button at the bottom of the page.

Primary Borrower Name	Seller Loan Identifier	Investor Contract Identifier	Pool #	Loan Status	Edits Clear?	Note Certified?
<input type="checkbox"/> JORDAN, ADRIENNE	0213	Unallocated		New	N	N
<input type="checkbox"/> SMITHERI, JOHNYI	CLEARABLE1SDLOAN	Unallocated		New	N	N
<input type="checkbox"/> Select All						

Evaluate Loans

[<< Back to Pipeline Search Results](#)



If you want to evaluate all of the loans, you modified, check the 'Select All' box and then click **Evaluate Loans**.

# Manage Loans

---

## Evaluate Loans

Loans must be evaluated and all critical edits must be cleared before funding can occur. The system can accommodate the evaluation of one or many loans. Loans are evaluated for accuracy, completeness, and compliance with Freddie Mac requirements. You can clear loan edits any time after the loan is saved in the selling system.



Critical errors prevent the loan from moving to a Ready to Fund status. You must correct these errors in order to move into the settlement cycle.



Warnings edits do not prevent the loan from moving to a Ready to Fund status; however, Freddie Mac recommends that you review these errors and clear if necessary.

## ***How to Evaluate Loans***

Follow the steps below to evaluate loans from the Loan Pipeline.

1. From the left navigation bar select **Loan Pipeline**. The Loan Pipeline Screen displays with the Basic Search tab as default.
2. From the Basic or Advanced Search tab, enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loan Pipeline screen displays.

# Manage Loans

Selling Loan Pipeline

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Basic Search | **Advanced Search**

Loan Status:  Investor Contract Identifier:  or from  to   
 Seller Loan Identifier:  Pool #:  or Unallocated loans   
 Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.  
 Loan Type:  Modified Loan  Converted Loan

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Select Page  Select All 19 Loans Total Selected: 0

Select	Seller Loan Identifier	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	0000000001	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	01121617TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	112233445	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	123456	JONES	Unallocated			New	New	N	N
<input type="checkbox"/>	123456789	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	223445667	JOLLEY	Unallocated			New	New	N	N
<input type="checkbox"/>	23	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	22456789TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	456321	FARRELL	123654789		01/09/2012	New	New	N	Y
<input type="checkbox"/>	700000000	DOE	Unallocated			New	New	Y	N
<input type="checkbox"/>	888888	PALI	Unallocated			New	New	N	N
<input type="checkbox"/>	9191957	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTING1234567891011	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTINGAW234567	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_BP_001	HENDERSON	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_MW0003	TAHOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING1014	TRAINER	Unallocated			New	New	N	N
<input type="checkbox"/>	WELLS123	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	123654789		01/09/2012	New	New	N	Y

Select Page  Select All 19 Loans Total Selected: 0

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Results as of Wed Feb 15 10:09:48 EST 2012.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

- Select the loan(s) you want to evaluate by checking the Select box next to each loan.
- Click **Evaluate**. The system will evaluate your loans. If you picked more than one loan, the first loan that has evaluation messages displays.

Selling Evaluate Loan

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

Seller Loan Identifier: 112233445  
 Freddie Mac Loan Number:  
 Investor Contract Identifier:  
 Borrower: SMITH, TRAINING03WOOD

Mortgage Conformity Type: Conforming Mortgage  
 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

Loan: [next loan \(No Save\)](#)  1 of 3

[Back to Pipeline Search Results \(No Save\)](#)

**Critical Errors:**  
 FICO and AUS Compliance:  
 • Credit score compliance cannot be determined because one or more data elements used in evaluation are missing.

Determine Subject Loan SO DQ Completeness:  
 • The HMDA Rate Spread Percent (Subject Loan, At Closing) is required only when it is greater than or equal to 1.50%.  
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.  
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.  
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.  
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.  
 • Either an Automated Underwriting Case Identifier (Subject Loan, At Closing) or a valid Loan Level Credit Score Value (Subject Loan, At Closing) is required.

Determine Data Quality SO Reasonableness Compliance:  
 • The Loan Acquisition Scheduled UPB Amount (Subject Loan, Current) must be less than or equal to the Calculated Scheduled UPB.

[Expand All Sections](#)  
[Collapse All Sections](#)  
 \* Denotes a minimum data field required to save a loan.

Seller Loan Identifier:   
 HERS MIN Identifier:

**Property**

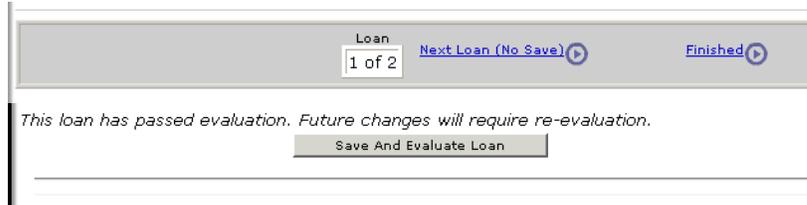
**Property Information**

Subject Property Address

Street Address:   
 City Name:   
 State Code:  Postal Code:

## Manage Loans

- Review the critical and/or warning messages and make your corrections to the loan data by scrolling down the screen and updating fields accordingly.
- Click **Save and Evaluate**. Once you have successfully cleared all edits on this loan, a confirmation message displays.

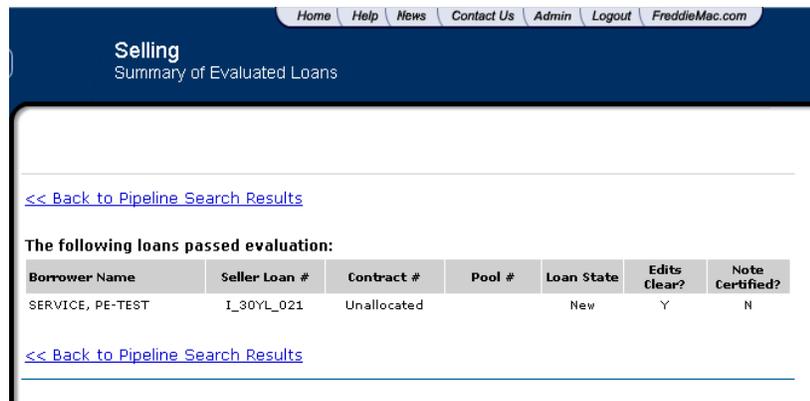


Loan 1 of 2 [Next Loan \(No Save\)](#) [Finished](#)

*This loan has passed evaluation. Future changes will require re-evaluation.*

[Save And Evaluate Loan](#)

- Click **Next Loan (No Save)** if you have additional loans that need corrections, but you are not making any modifications to the current loan.
- Click **Finished** to indicate that you are finished evaluating your loans. The Summary of Evaluated Loans screen displays. Go to the column titled Edits Clear? to ensure the status reflects Y for yes. If the status still reflect N for no, you must return to the loan and clear the remaining critical edits by repeating steps 4–9.



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**Selling**  
Summary of Evaluated Loans

[<< Back to Pipeline Search Results](#)

The following loans passed evaluation:

Borrower Name	Seller Loan #	Contract #	Pool #	Loan State	Edits Clear?	Note Certified?
SERVICE, PE-TEST	I_30YL_021	Unallocated		New	Y	N

[<< Back to Pipeline Search Results](#)



The View Evaluation Issues link located on the left navigation bar allows you to view evaluation edits for single or multiple loans in a printer friendly view or gives you the option to export files in a .csv format. This will enable you to correct loan data in your LOS and re-import the corrected data or manually enter corrected data.

Tips to Clear edits in your Loan Origination System (LOS):

- Run purchase edits upon import by selecting the Evaluate at Import option on the Import screen.
- Print or export loan evaluation issues from the Import Results: Evaluation Errors Detail screen or from the left navigation bar **View Evaluation Issues**. This report shows critical and warning messages.
- Use the report to modify loans in your LOS.

Re-import loans to the selling system and re-run the evaluation process.

# Manage Loans

## Delete Loans

You have the ability to delete loans from your loan pipeline. However, you may not delete loans allocated to contract or associated with a Form 1034E, Note Delivery Cover Sheet or a completed 996.

In order to delete loans from a contract or a 1034E, you must first remove loan(s) from the contract, the 1034E, and/or the note cover sheet.

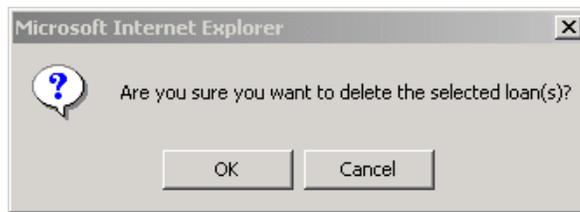
Follow the steps below to delete loans.

1. From the left navigation select **Loan Pipeline**. The Loan Pipeline Screen displays defaulted at the Basic Search tab.
2. Enter your search criteria. You must select at least one field.
3. Click **List Loans**. The Loans Pipeline screen re-displays with loan search results.

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this is the 'Selling Loan Pipeline' header. The main area is divided into 'Basic Search' and 'Advanced Search' tabs. The 'Basic Search' section contains several input fields: 'Loan Status' (set to 'New'), 'Seller Loan Identifier', 'Primary Borrower Last Name', 'Investor Contract Identifier', 'Pool #', and checkboxes for 'Modified Loan' and 'Converted Loan'. There are 'List Loans' and 'Clear Entries' buttons. Below the search fields is a row of action buttons: 'View/Modify', 'Evaluate', 'Delete' (highlighted with a red circle), 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount'. A status bar indicates 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. Below this is a table of loans with columns: Select, Seller Loan Identifier, Last Name, Investor Contract Identifier, Pool #, Contract Expires, Loan Status, Certification Status, Edits Cleared, and Wire Assigned. The table contains 19 rows of loan data. At the bottom of the table, there are 'Select Page', 'Select All 19 Loans', and 'Total Selected: 0' options. A 'Delete' button is also present at the bottom of the table area. A note at the bottom of the page states: 'Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.'

4. Select the loan(s) you want to delete by clicking the box next to each loan.
5. Click **Delete**. A confirmation message displays asking if you are sure you want to delete the loans.

# Manage Loans



6. Click **OK** to delete the selected loan(s). The Summary of Deleted Loans screen displays with a confirmation message.



## Loan Prospector Compare Overview

The Compare with LP function allows you to compare and modify a pre-existing loan in the selling system. The following data points are required to identify the LP loan data for comparing:

- Automated Underwriting Case Identifier (LP Key Number)
- Primary Borrower Taxpayer Identifier Value
- Secondary Borrower Taxpayer Identifier Value (required if there are two borrowers)

When a matching transaction is found and you execute the comparison, the selling system will list LP values with selling system values that do not match. You may then select the data you want to exist in the selling system.

### ***Compare with LP***

Follow the steps below to compare and modify an existing selling system loan with loan data in LP using the LP Compare functionality.

1. From the Loan Pipeline, search for the loans you want to compare and modify with loan data in LP.
2. Select the loan(s) you want to compare to LP by clicking the box next to each loan.

# Manage Loans

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## Selling Loan Pipeline

Basic Search | **Advanced Search**

Loan Status:  Investor Contract Identifier:  or from  to   
 Seller Loan Identifier:  Pool #:  or Unallocated loans   
 Primary Borrower Last Name:

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.  
 Loan Type:  Modified Loan  Converted Loan

Displaying: 1-19 of 19 Loans Loans Per Page: 25

Select Page  Select All 19 Loans Total Selected: 0

Select	Seller Loan Identifier	Last Name	Investor Contract Identifier	Pool #	Contract Expires	Loan Status	Certification Status	Edits Cleared	Wire Assigned
<input type="checkbox"/>	0000000001	MAC	Unallocated			New	New	N	N
<input type="checkbox"/>	101121617TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	112233444	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	123456	JONES	Unallocated			New	New	N	N
<input type="checkbox"/>	123456789	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	223445667	JOLLEY	Unallocated			New	New	N	N
<input type="checkbox"/>	23	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	23456789TRAINING	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	456721	FARRELL	123456789		01/09/2012	New	New	N	Y
<input type="checkbox"/>	7000000000	DOE	Unallocated			New	New	Y	N
<input type="checkbox"/>	888888	PALI	Unallocated	123654789		New	New	N	N
<input type="checkbox"/>	919192	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTING1234567891011	DOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TESTINGAW234567	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_BP_001	HENDERSON	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING_MW0002	TAHOE	Unallocated			New	New	N	N
<input type="checkbox"/>	TRAINING1014	TRAINER	Unallocated			New	New	N	N
<input type="checkbox"/>	WELLS123	SMITH	Unallocated			New	New	N	N
<input type="checkbox"/>	ZZZ-TRAINING-CTE	CTE-TRAINING-TESTCASE1	123456789		01/09/2012	New	New	N	Y

Select Page  Select All 19 Loans Total Selected: 0

Displaying: 1-19 of 19 Loans **123654789** Loans Per Page: 25

Results as of: Wed Feb 15 10:09:48 EST 2012.

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

3. Click **Compare with LP**. The Modify Loan screen displays.

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## Selling Modify Loan

Seller Loan Identifier: 112233WOO  
 Freddie Mac Loan Number:  
 Investor Contract Identifier:  
 Borrower: DOE, JOHN

Mortgage Conformity Type: Conforming Mortgage  
 Loan Reference Product Label: 30-Year Fixed Rate Conventional

Evaluation Decision: No

[<< Back to Pipeline Search Results \(No Save\)](#)

To compare with selected LP data:

[Expand All Sections](#)  
[Collapse All Sections](#)  
\* Denotes a minimum data field required to save a loan.

Seller Loan Identifier:\*   
 MERS MIN Identifier:

**Property**

**Property Information**

Subject Property Address

Street Address:   
 City Name:   
 State Code:\*  Postal Code:\*

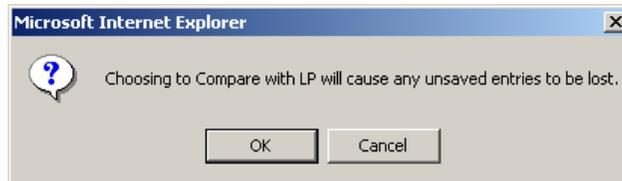
[Back to Top](#)

Property Details

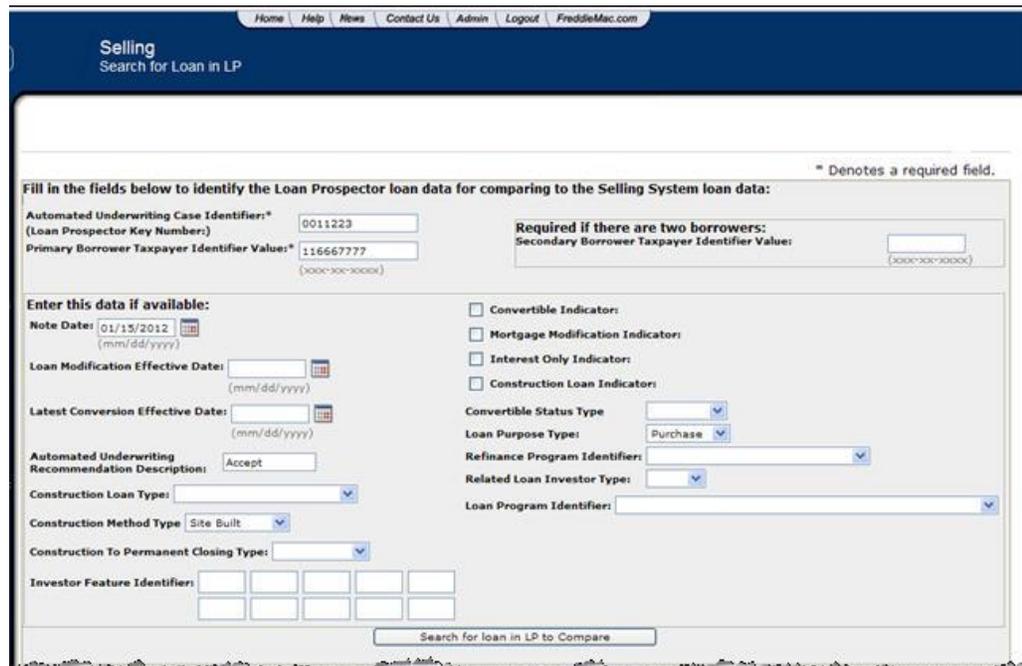
Property Estate Type:  Special Flood Hazard Area Indicator:  True  False  
 Property Usage Type:  Property Flood Insurance Indicator:  True  False

## Manage Loans

- Click **Compare with LP** to compare with selected LP data. The following message displays:



- Click **OK**. The Search for Loan in LP screen displays.

A screenshot of a web application interface titled "Selling Search for Loan in LP". The page has a blue header with navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below the header, there is a form with the following fields and sections:

- Fill in the fields below to identify the Loan Prospector loan data for comparing to the Selling System loan data:**
  - Automated Underwriting Case Identifier\* (Loan Prospector Key Number): 0011223
  - Primary Borrower Taxpayer Identifier Value\*: 116667777 (3000>30000000)
  - Required if there are two borrowers: Secondary Borrower Taxpayer Identifier Value: (3000>30000000)
- Enter this data if available:**
  - Note Date: 01/15/2012 (mm/dd/yyyy)
  - Loan Modification Effective Date: (mm/dd/yyyy)
  - Latest Conversion Effective Date: (mm/dd/yyyy)
  - Automated Underwriting Recommendation Description: Accept
  - Construction Loan Type: (dropdown)
  - Construction Method Type: Site Built (dropdown)
  - Construction To Permanent Closing Type: (dropdown)
  - Investor Feature Identifier: (grid of 10 input fields)
- Indicators (checkboxes):**
  - Convertible Indicator:
  - Mortgage Modification Indicator:
  - Interest Only Indicator:
  - Construction Loan Indicator:
- Other Fields:**
  - Convertible Status Type: (dropdown)
  - Loan Purpose Type: Purchase (dropdown)
  - Refinance Program Identifier: (dropdown)
  - Related Loan Investor Type: (dropdown)
  - Loan Program Identifier: (dropdown)

A "Search for loan in LP to Compare" button is located at the bottom of the form.

- Enter the required data and click **Search for loan in LP to Compare**. The Search for Loan in LP screen re-displays with results.



Only values that do not match exactly appear under the search area of screen. Those that match are not displayed.

# Manage Loans

[Return to Modify Loan \(No Save\)](#)

Loan Prospector Feedback Certificate Transaction Information:			
Loan Prospector Key #:	0011223	Purchase Eligibility:	PURCHASE ELIGIBILITY DESCRIPTION FOUND IN LP-IODS
AUS Transaction Number:	116667777	Risk Class:	A+ - ACCEPT PLUS
AUS Transaction Date:	01/02/2012	LP Price Level:	01

Select the Loan Prospector values to update in the Selling System Modify Loan form:  
LP Loan and Selling System Loan Values Compared below. (Note: Only differences are shown)

Common Data	<input type="checkbox"/> Select All	Loan Prospector Value	<input type="checkbox"/> Select All	Selling System Value
Primary Borrower Last Name:	<input type="radio"/>	LP-PLNAME	<input checked="" type="radio"/>	SCHWARZ
Primary Borrower First Name:	<input type="radio"/>	LP-PFNAME	<input checked="" type="radio"/>	ALABAMA
Appraised Value of Property:	<input type="radio"/>		<input checked="" type="radio"/>	\$369,000.00
	<input type="checkbox"/> Select All		<input type="checkbox"/> Select All	

The following searched field values will be updated.

Note Date:	01/27/2005	SCC Code:	
Modification/Conv. Date:			

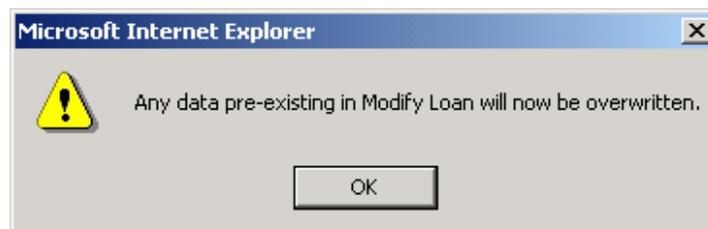
Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete information may impact Seller's pricing and may result in Seller being assessed inappropriate or inaccurate postsettlement delivery fees.

[Return to Modify Loan \(No Save\)](#)

LP Feedback Certificate Transaction information

LP and Selling System Values to compare

7. Review the results and select the values you want reflected in the selling system.
8. If you do not want to update any changes to the selling system loan, click Return to Modify Loan (no Save).
9. Click **Update Form**. A warning message will appear.



10. Click **OK**. The Modify Loan screen displays with any pre-existing data modified.
11. Click **Finish** when done.

# Manage Loans

---

## Calculate Loan Acquisition Scheduled UPB Amount Overview

The *Freddie Mac Single-Family Seller/Servicer Guide* Sections 6302.2, 6302.3, 6302.4, 6302.22 and 6302.26 require that you calculate and deliver the scheduled unpaid principal balance (UPB) for the month of funding. The selling system makes it easy for you to comply with these requirements by calculating the scheduled UPB for you. You can access the **Calculate Loan Acquisition Scheduled UPB Amount** functionality from the Loan Pipeline.

Mortgages sold through the Servicing Released Sales Process, or under the Guarantor and MultiLender programs, will receive a critical edit if they do not meet the scheduled UPB requirements. You must clear this edit by using the **Calculate Loan Acquisition Scheduled UPB Amount** in the Selling System or by manually updating the current information in the Loan Acquisition Scheduled UPB Amount and the Last Paid Installment Due Date fields (located in the current tab) in order for your loan to move into a Ready to Fund status. For all other contract types, you will receive a warning message.

ARMs are not eligible for scheduled UPB calculations in the selling system. You can calculate the scheduled UPB for Best Effort loans that have had the 1034E built. Best Effort loans that have not had a 1034E built must be modified thru the Contract Pipeline and therefore are not eligible for the **Calculate Loan Acquisition Scheduled UPB Amount** functionality.

If your user role permits you to modify loans, then you will be able to calculate the scheduled UPB from the selling system's Loan Pipeline. When you choose to calculate, you will have the option to update the loan's existing Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date with the new Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date.

Keep in mind the Current UPB and Settlement Date are used to calculate the Loan Acquisition Scheduled UPB Amount. Therefore, it is important for you to supply information in the selling system that is complete and accurate. If a loan contains inaccurate values such as original P&I, it will result in an incorrect calculation.

## **Calculate Loan Acquisition Scheduled UPB**

Follow the procedures below to calculate the scheduled UPB and Interest Paid to Date:

1. From the left navigation click **Loan Pipeline**. The Loan Pipeline screen displays.
2. Enter search criteria in the Basic Search or Advanced Search tab. You must enter at least one field to search.
3. Click **List Loans**. The Loan Pipeline screen re-displays with a list of loans that meet your search criteria.

# Manage Loans

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this is the 'Selling Loan Pipeline' header. The main area contains search filters under 'Basic Search' and 'Advanced Search'. The 'Basic Search' section includes fields for 'Loan Status' (set to 'New'), 'Investor Contract Identifier', 'Seller Loan Identifier', 'Pool #', and 'Primary Borrower Last Name'. There are also checkboxes for 'Loan Type' (Modified Loan, Converted Loan) and buttons for 'List Loans' and 'Clear Entries'. Below the search filters is a row of action buttons: 'View/Modify', 'Evaluate', 'Delete', 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount' (which is circled in red). Below the buttons, it says 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. There are also checkboxes for 'Select Page' and 'Select All 19 Loans' and 'Total Selected: 0'. The main part of the screenshot is a table of loans with columns: Select, Seller Loan Identifier, Last Name, Investor Contract Identifier, Pool #, Contract Expires, Loan Status, Certification Status, Edits Cleared, and Wire Assigned. The table contains 19 rows of loan data. Below the table, there are more checkboxes for 'Select Page' and 'Select All 19 Loans' and 'Total Selected: 0'. At the bottom, it says 'Displaying: 1-19 of 19 Loans' and 'Loans Per Page: 25'. There are also more action buttons: 'View/Modify', 'Evaluate', 'Delete', 'Compare with LP', and 'Calculate Loan Acquisition Scheduled UPB Amount'. At the very bottom, there is a note: 'Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.'

4. Select the loan(s) you want to **Calculate Loan Acquisition Scheduled UPB Amount** by checking the Select box next to Seller Loan Identifier



You can select up to 700 eligible loans to **Calculate Loan Acquisition Scheduled UPB Amount**. If more than 700 loans are selected, you will receive a message asking you to limit your selection.

5. Click **Calculate Loan Acquisition Scheduled UPB Amount**. The Scheduled UPB Results screen displays.

# Manage Loans

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## Selling

### Loan Acquisition Scheduled UPB Results

To update the Loan Acquisition Scheduled UPB Amount and Last Paid Installment Due Date, please select the loans to be updated and click on the Update Loans button.

[<< Back to Pipeline Search Results](#)

Displaying: 1-2 of 2 Loans Loans Per Page: 25

Select Page  Select All 2 Loans Total Selected: 0

	Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount - Seller Delivered	Loan Acquisition Scheduled UPB Amount - System Calculated	Last Paid Installment Due Date - Seller Delivered	Last Paid Installment Due Date - System Calculated
<input type="checkbox"/>	112233WOO	DOE	\$160,000.00	\$160,000.00	02/01/2012	02/01/2012
<input type="checkbox"/>	1	BUNNY	\$199,600.00	\$199,276.08	12/01/2011	02/01/2012

Select Page  Select All 2 Loans Total Selected: 0

Displaying: 1-2 of 2 Loans Loans Per Page: 25

Note: Seller warrants that all information submitted to Freddie Mac is true, complete and accurate. Inaccurate and/or incomplete values provided by Seller will result in incorrect scheduled Loan Acquisition Scheduled UPB Amount calculation.

[<< Back to Pipeline Search Results](#)

6. Review and compare the Loan Acquisition Scheduled UPB Amount - Seller Delivered UPB and Last Paid Installment Due Date – Seller Delivered with the Loan Acquisition Scheduled UPB Amount – System Calculated and Last Paid Installment Due Date –System Calculated.
7. Select the loan(s) you want to update by checking the Select box.
8. Click **Update Loans**. The Scheduled UPB Update Summary screen displays the loans that were successfully updated.

# Manage Loans

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**Selling**  
Loan Acquisition Scheduled UPB Update Summary

[<< Back to Pipeline Search Results](#)

1 loans were successfully Updated

Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount	Last Paid Installment Due Date
1	BUNNY	\$199,276.08	02/01/2012

1 loans were not selected for Updated

Seller Loan Identifier	Primary Borrower Last Name	Loan Acquisition Scheduled UPB Amount - System Calculated	Last Paid Installment Due Date
112233WOO	DOE	\$160,000.00	02/01/2012

[<< Back to Pipeline Search Results](#)

- To return to the Loan Pipeline, click [<< Back to Pipeline Search Results](#).

## Create Loans Overview

You can create and add new loans to the selling system by entering loan data manually or by importing an XML file. When you create a loan in the selling system it is automatically saved in the Loan Pipeline. You can add loans to your pipeline at any point during the life cycle of a loan.

Once your loans are in the selling system, if your assigned user role(s) permits, you can search, modify, allocate/add, evaluate, delete, compare with Loan Prospector® (LP®), and calculate the loan's scheduled UPB from the Loan Pipeline. Loans must pass all critical evaluation edits prior to the final delivery date. The selling system also allows you to remove loans from a contract. When you remove a loan from a contract, the loan remains in the selling system until you delete it from your loan pipeline. For more information on the Loan Pipeline, refer to Chapter 5, Manage Loans.

The sections below provide information to assist you in data organization, navigation, how to find data, minimum data points, loan labeling and procedures on How to Create Loans in the selling system.

## Data Organization

### *Section Headings*

Your loan data is organized in the selling system into three sections on the Create New Loan and Modify Loan screens (See the illustration below for more clarification.):

- High-level black headings, also differentiated by a trailing black line. There are five high-level headings: Property, Borrower, Party, Loan, and Total Loans.
- Mid-level blue bar headings
- Low-level light-gray bar headings

It's important to pay attention to the section headings, because feedback messages may refer to a certain heading on the selling system screen.

# Create Loans

Freddie Mac Selling Create New Loan

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

Save As Draft Finish

Seller Loan Identifier: \*  
MERS MIN Identifier:

Property

Property Information

Subject Property Address  
Property Details  
Appraisal/Property Valuation Details  
Title Details  
Construction Details  
Condominium Details

Borrower

Borrower Information

High-level headings  
Mid-level headings  
Low-level headings

\* Denotes a minimum data field required to save a loan.

## Tabs

In addition to section headings, the selling system uses tabs to further organize the data for each loan. The following example illustrates various tabs. Tabs are used to:

- Organize data about each delivered loan by different points in the loan life cycle

Loan

Closing Current Modification Conversion

Product Information

Product Details

Lien Priority Type: [dropdown]  
Mortgage Type: [dropdown]  
Section Of Act Type: [dropdown]  
Interest Calculation Type: [dropdown]  
Interest Calculation Period Type: [dropdown]  
Payment Frequency Type: [dropdown]

Balloon Indicator: [dropdown]  
Loan Affordable Indicator: [dropdown]  
Loan Amortization Type: \* [dropdown]  
Loan Amortization Period Type: [dropdown]

**Delivered Values**

Notice: Although Seller is required to calculate and deliver this value, which will be maintained by the Selling System, Freddie Mac will recalculate such value and use such recalculated value for all loan eligibility and pricing decisions.

Loan Amortization Period Count: [input]

# Create Loans

- Access additional detail data points such as Adjustment data on an ARM loan

**ARM Details**

Initial Fixed Period Effective Months Count:  Margin Rate Percent:  %

First Rate Change Payment Effective Date:  [calendar icon] Ceiling Rate Percent:  %  
(mm/dd/yyyy)

Index Source Type:

Interest And Payment Adjustment Index Lead Days Count:  Floor Rate Percent:  %

Disclosed Index Rate Percent:  % Interest Rate Rounding Type:

Interest Rate Rounding Percent:  %

**First Adjustment** Subsequent Adjustment

Per Change Rate Adjustment Frequency Months Count:  Per Change Maximum Increase Rate Percent:  %

First Rate Adjustment Effective Date:  [calendar icon] Per Change Maximum Decrease Rate Percent:  %  
(mm/dd/yyyy)

- Organize data about each borrower on the loan. For example, if you have three borrowers on a loan, you will most likely enter data for one borrower at a time. Access additional borrower data entry screens by clicking on the Add Borrower button immediately below the Borrower Information heading. You will need to select the appropriate borrower tab (Borrower 1, Borrower 2 or Borrower 3) to see and access that borrower's data.

**Borrower**

**Borrower Information**

Add Borrower

**Borrower 1**

**Borrower Details (Borrower 1)**

Borrower Classification Type:  Taxpayer Identifier Type:

First Name:  Taxpayer Identifier Value:

Middle Name:  Citizenship Residency Type:

Last Name:  Employment Borrower Self Employed Indicator:

Suffix Name:

Non-Individual Borrower Type:

Non-Individual Borrower Name:

**First Time Homebuyer Details**

Borrower First Time Homebuyer Indicator:

Counseling Confirmation Type:

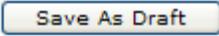
Counseling Format Type:

As illustrated in the screen captures above, some tabs always display on the screen, such as the First Adjustment tab in the ARM Details section, while other tabs display as requested by the user (e.g., add additional borrowers 2 through 5).

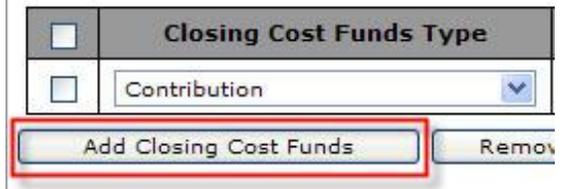
# Create Loans

## Navigation / Functional Features

Navigation and functional features of the Create New Loan screen are illustrated in the following table.

If You...	Then...
<p>Click <b>Save as Draft</b> (located on top and bottom of Create New Loan screen)</p> 	<p>The selling system will save the data points you have entered (provided that all minimum required data points have been completed) and will return you to the Modify Loan screen so you can continue entering data.</p>
<p>Click <b>Finish</b> (located on top and bottom of Create New Loan screen)</p> 	<p>The selling system saves the loan and advances you to the New Loan Summary screen.</p>
<p>Click <b>Expand All Sections</b> or <b>Collapse All Sections</b> (located in the upper right corner of the screen)</p> <p><a href="#">Expand All Sections</a> <a href="#">Collapse All Sections</a></p>	<p>All sections will automatically expand (to show sections and data below) or collapse (to hide sections and data below).</p>
<p>Click + or – sign (located by each container heading)</p> 	<p>The selected section will expand or collapse.</p>
<p>Click <b>Back to Top</b> (located at the end of each section)</p> <p><a href="#">Back to Top</a></p>	<p>The selling system returns you to the top of the Create New Loan screen.</p>
<p>Complete the minimum required data points marked with an asterisk (*).</p> <p>State Code: * <input type="text"/></p> <p>Postal Code: * <input type="text"/></p>	<p>You are able to save the loan. All data points followed by a red asterisk must be completed in order to save the file in the selling system.</p>
<p>Select “True” for the data point located on a Mid-level heading section</p> 	<p>The section expands automatically to allow you to complete the detail data points in this section.</p>

# Create Loans

If You...	Then...
<p>Do not make a selection or select “False” for the data point located on the Mid-level heading section</p> 	<p>The section will not automatically expand to display detailed data points for this section.</p>
<p>Click on the box in front of the data point you want to remove and click <b>Remove Selected</b></p> 	<p>Only the row containing the check will be deleted.</p>
<p>Click <b>Add (data point)</b> button</p> 	<p>An additional row displays to allow you to input more data.</p>
<p>Click on a data point with radio buttons as the selection options</p> 	<p>Either “True” or “False” must then be selected. The radio buttons cannot be returned to blank.</p>

## How to Use the Find Feature

The Find feature in the selling system will help you find information. Just key in the name of the topic, the function name or the data field name and the system will find it by searching in the screen/page you are viewing. The Find feature will help you when clearing loan edits. For instance, when you search for a data point name, the system conducts a search based on the screen (or loan state) you are viewing. To use the Find feature, follow these procedures:

1. Press **Ctrl F** on your keyboard to access the Find feature. The Find box will display.
2. Enter the ULDD data point field name.
3. Press the **Enter** key or click “**Next**”.  
The system locates and highlights each occurrence of the data point. If no results display, confirm the spelling of the data point, or select another loan state tab and restart your search.

# Create Loans

Freddie Mac Selling Create New Loan

Press Ctrl-f to display the Find box

Save As Draft Finish

\* Denotes a minimum data field

Expand All Sections Collapse All Sections

Back to Top

Property Information

Subject Property Address

Street Address

City Name

State Code

Postal Code

Property Details

Property Usage Type

Attachment Type

Project Legal Structure Type

Special Flood Hazard Area Indicator:  True  False

Property Flood Insurance Indicator:  True  False

PUD Indicator:  True  False

## Minimum Data Points Required to Save a Loan

You can create a loan in its entirety, enter partial loan information, or enter the minimum required data fields. Whichever method you use, certain data fields must be present to save the loan.

If you choose to save a loan in the selling system with only the minimum required data points, you may return at a later point in time to complete the remaining loan data points. You must return and complete entry of all remaining required fields before proceeding with contract fulfillment.

# Create Loans

Minimum data points that are required to save a loan are marked with a red asterisk (\*) on the Create New Loan and Modify Loan screens.

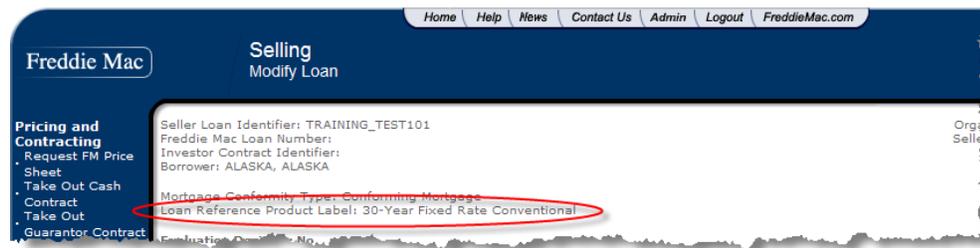
### Minimum Data Points Required to Save a Loan

Required Field	Location
Seller Loan Identifier	Top portion of screen
State Code Postal Code	<b>Property – Property Information – Subject Property Address</b>
Financed Unit Count	<b>Property – Property Information – Property Details</b>
Borrower Classification Type = “Primary”	<b>Borrower – Borrower Information – Borrower Details</b>
<p><i>If the borrower is:</i></p> <ul style="list-style-type: none"> <li>• <b>An individual:</b> Enter the First Name and Last Name</li> <li>• <b>A Living Trust:</b> For the Non-Individual Borrower – Enter the complete unparsed name of the Underwritten Settlor</li> <li>• <b>A Native American tribe or tribal organization:</b> For the Non-Individual Borrower – Enter the name of the Native American tribe or tribal organization.</li> </ul>	<b>Borrower – Borrower Information – Borrower Details</b>
<i>For loans that have neither modified nor converted:</i>	
Loan Amortization Type	<b>Loan (Closing tab) – Product Information – Product Details</b>
Note Amount	<b>Loan (Closing tab) – Note Information – Note Details</b>

# Create Loans

## Label a Loan with the Loan Reference Product Label

Before you can allocate a loan to a contract, it must contain the data required to Label the Loan. In the selling system, this is known as the *Loan Reference Product Label*. The selling system automatically labels the loan when the loan contains data sufficient to identify the loan product. When this occurs, the Loan Reference Product Label will display at the top of the Modify Loan and the New Loan Summary screens. If you attempt to allocate a loan to a contract before the Loan Reference Product Label is determined, the selling system will prevent you from allocating the loan against the contract.



Use the following table to assist you in accurately completing the *Loan Reference Product Label* information. For each type of loan (fixed-rate and adjustable rate mortgages (ARM)), an “X” indicates the additional data points required to properly label a loan in the selling system. These data points are in addition to the nine minimum data points that are already denoted with a red asterisk \* in the selling system (with the exception of Loan Amortization Type).

Data Points Required to Accurately Label Loans									
Loan Type	Loan Amortization Type	Interest Calculation Period Type	Loan Maturity Date	Scheduled First Payment Date	Mortgage Type	Balloon Indicator	Interest Only Indicator	Per Change Rate Adjustment Frequency Months Count (Subsequent tab only)	Initial Fixed Period Effective Months Count
Fixed-rate	X	X	X	X	X	X	X		
ARM	X		X	X			X	X	X

# Create Loans

## Create a Loan Manually

The following procedure will assist you in manually creating a loan in the selling system. The illustrations in this procedure display fields specific to portions of the Create New Loan screen.

1. To start creating a loan select **Create New Loan** from the left navigation.

Freddie Mac Selling Create New Loan

Organization: Test-Org  
Seller/Service: 485563  
Branch: 206473

Save As Draft Finish

Expand All Sections  
Collapse All Sections  
\* Denotes a minimum data field required to save a loan.

Seller Loan Identifier:\*

MERS MIN Identifier:

**Property**

**Property Information**

**Subject Property Address**

Street Address:

City Name:

State Code:\*  Postal Code:\*

**Property Details**

Property Estate Type:  Special Flood Hazard Area Indicator:  True  False

Property Usage Type:  Property Flood Insurance Indicator:  True  False

Attachment Type:  PUD Indicator:  True  False

Project Legal Structure Type:

Property Structure Built Year:

Financed Unit Count:\*

	Bedroom Count	Property Dwelling Unit Eligible Rent Amount
Unit 1 (Primary):	<input type="text"/>	\$ <input type="text"/>
Unit 2:	<input type="text"/>	\$ <input type="text"/>
Unit 3:	<input type="text"/>	\$ <input type="text"/>
Unit 4:	<input type="text"/>	\$ <input type="text"/>

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The loan delivery data is organized into five high-level sections:

- Property
- Borrower
- Party
- Loan
- Total Loans



Refer to Guide Chapter 6302, Mortgage Delivery Instructions, for more information on data delivery instructions.

2. Enter the Seller Loan Identifier. This number is the same number assigned by your organization to the loan.

Seller Loan Identifier:\*

3. Enter the MERS MIN Identifier if applicable.

MERS MIN Identifier:

# Create Loans

4. Enter all required and conditionally required data in each section as follows:

## Enter Property Data



The **Property** section contains data about the subject property. It has one mid-level section, **Property Information**, noted on the blue bar, and six low-level sections, noted on the grey bars.

- Subject Property Address
- Property Details
- Appraisal/Property Valuation Details
- Title Details (optional)
- Construction Details
- Condominium Details (only needed if subject property is a condo)

### Property

#### Property Information

##### Subject Property Address

Street Address:

City Name:

State Code:\*  Postal Code:\*

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##### Property Details

Property Estate Type:  Special Flood Hazard Area Indicator:  True  False

Property Usage Type:  Property Flood Insurance Indicator:  True  False

Attachment Type:  PUD Indicator:  True  False

Project Legal Structure Type:

Property Structure Built Year:

Financed Unit Count:\*

	Bedroom Count	Property Dwelling Unit Eligible Rent Amount
Unit 1 (Primary):	<input type="text"/>	\$ <input type="text"/>
Unit 2:	<input type="text"/>	\$ <input type="text"/>
Unit 3:	<input type="text"/>	\$ <input type="text"/>
Unit 4:	<input type="text"/>	\$ <input type="text"/>

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##### Appraisal/Property Valuation Details

Property Valuation Method Type:  Property Valuation Amount: \$

Property Valuation Effective Date:    
(mm/dd/yyyy)

Property Valuation Form Type:

Appraisal Identifier:  AVM Model Name Type:

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##### Construction Details

Construction Method Type:  Manufactured Home Width Type:

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##### Condominium Details

Project Name:  Project Dwelling Unit Count:

Project Classification Identifier:  Project Dwelling Units Sold Count:

Project Attachment Type:  Condominium Project Status Type:

Project Design Type:  Investor Collateral Program Identifier:

# Create Loans

You must complete the required fields (marked with an asterisk **\***) before saving. Once the required fields are entered, click the **Save as Draft** button at the top or bottom of the screen.



You may select **Save as Draft** after you have completed the minimum fields required to save a loan and return at a later point in time to complete the remaining data points.

To continue creating a loan, use the following detailed information pertaining to each section.

## Enter Borrower Data

The **Borrower** section has one mid-level section, **Borrower Information**, as noted on the blue bar. Data for up to five borrowers on the loan can be entered in this section. The information for each borrower is separated into its own numbered tab, for example, “Borrower 1”, “Borrower 2”, up to “Borrower 5”. To open tabs for more than one borrower, click the “Add Borrower” button. You can add up to four additional borrowers (for a total of five).

The screenshot shows a web interface for entering borrower data. At the top, there is a blue bar labeled "Borrower Information" with an "Add Borrower" button. Below this are three tabs: "Borrower 1", "Borrower 2" (with a red 'x' icon), and "Borrower 3" (with a red 'x' icon). The "Borrower 3" tab is active, showing a form with the following fields:

- Borrower Classification Type:\*
- First Name:\*
- Middle Name:
- Last Name:\*
- Suffix Name:
- Non-Individual Borrower Type:
- Non-Individual Borrower Name:\*
- Taxpayer Identifier Type:
- Taxpayer Identifier Value:
- Citizenship Residency Type:
- Employment Borrower Self Employed Indicator:
- First Time Homebuyer Details**
  - Borrower First Time Homebuyer Indicator:
  - Counseling Confirmation Type:
  - Counseling Format Type:



To remove a Borrower tab that you added, click the “x” in the red box.

Each **Borrower** tab contains four low-level sections noted on the grey bars:

- Borrower Details
- Borrower Data Required for Government Reporting
- Borrower Underwriting Details, and
- Borrower Mailing Address

# Create Loans

**Borrower Information**

**Borrower 1**

**Borrower Details (Borrower 1)**

Borrower Classification Type:*	<input type="text"/>	Taxpayer Identifier Type:	<input type="text"/>
First Name:*	<input type="text"/>	Taxpayer Identifier Value:	<input type="text"/>
Middle Name:	<input type="text"/>	Citizenship Residency Type:	<input type="text"/>
Last Name:*	<input type="text"/>	Employment Borrower Self Employed Indicator:	<input type="text"/>
Suffix Name:	<input type="text"/>	<b>First Time Homebuyer Details</b>	
Non-Individual Borrower Type:	<input type="text"/>	Borrower First Time Homebuyer Indicator:	<input type="text"/>
Non-Individual Borrower Name:*	<input type="text"/>	Counseling Confirmation Type:	<input type="text"/>
		Counseling Format Type:	<input type="text"/>

**Borrower Data Required for Government Reporting (Borrower 1)**

Gender Type:	<input type="text"/>	Borrower Age At Application Years Count:	<input type="text"/>
HMDA Ethnicity Type:	<input type="text"/>	Borrower Birth Date:	<input type="text"/>  (mm/dd/yyyy)
HMDA Race Type:	<input type="checkbox"/> American Indian Or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black Or African American <input type="checkbox"/> Native Hawaiian Or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Information Not Provided By Applicant In Mail Internet Or Telephone Application <input type="checkbox"/> Not Applicable		

**Borrower Underwriting Details (Borrower 1)**

Borrower Qualifying Income Amount: (Monthly)	\$ <input type="text"/>	Credit Report Identifier:	<input type="text"/>
Bankruptcy Indicator:	<input type="text"/>	Loan Foreclosure Or Judgment Indicator:	<input type="text"/>
Credit Score Provider Name:	<input type="text"/>	Credit Score Value:	<input type="text"/>
Credit Repository Source Indicator:	<input type="text"/>	Credit Repository Source Type:	<input type="text"/>

**Borrower Mailing Address (Borrower 1)**

Street Address:	<input type="text"/>	Borrower Mail To Address Same As Property Indicator:	<input type="radio"/> True <input type="radio"/> False
City Name:	<input type="text"/>	Address Type:	<input type="text"/>
State Code:	<input type="text"/>	Postal Code:	<input type="text"/>
Country Code:	<input type="text"/>		

Take note of the following special considerations when entering borrower data.

# Create Loans

---

## Borrower Details

Deliver either the First Name and Last Name OR the Non-Individual Borrower Name as follows:

- Deliver the borrower's First Name and Last Name if the borrower is an individual (see the *Freddie Mac Single-Family Seller/Servicer Guide*, Section 6302.9(b)).
- Deliver the complete unparsed name of the Underwritten Settlor for the Non-Individual Borrower Name if the Borrower is a Living Trust (see the *Freddie Mac Single-Family Seller/Servicer Guide*, Section 6302.9(c)).
- Deliver the name of the Native American tribe or tribal organization for the Non-Individual Borrower Name (Sort ID 544) if the borrower is a Native American tribe or tribal organization (see The Freddie Mac Seller/Servicer Guide Section 6302.13(b)(iii)).

# Create Loans

The screenshot shows a web form titled "Borrower Information" with a sub-section "Borrower 1". Below this is a "Borrower Details (Borrower 1)" section. It contains two columns of fields. The left column includes: Borrower Classification Type (dropdown), First Name (text), Middle Name (text), Last Name (text), Suffix Name (text), Non-Individual Borrower Type (dropdown), and Non-Individual Borrower Name (text). The right column includes: Taxpayer Identifier Type (dropdown), Taxpayer Identifier Value (text), Citizenship Residency Type (dropdown), Employment Borrower Self Employed Indicator (dropdown), and a sub-section "First Time Homebuyer Details" containing Borrower First Time Homebuyer Indicator (dropdown), Counseling Confirmation Type (dropdown), and Counseling Format Type (dropdown).

## Borrower Data Required for Government Monitoring Purposes

Deliver all of the data in this section.

The screenshot shows a web form titled "Borrower Data Required for Government Reporting (Borrower 1)". It contains several fields: Gender Type (dropdown), Borrower Age At Application Years Count (text), HMDA Ethnicity Type (dropdown), Borrower Birth Date (text with a calendar icon and a "(mm/dd/yyyy)" label), and HMDA Race Type (checkboxes for American Indian Or Alaska Native, Asian, Black Or African American, Native Hawaiian Or Other Pacific Islander, White, Information Not Provided By Applicant In Mail Internet Or Telephone Application, and Not Applicable).

## Borrower Underwriting Details

Deliver all required and conditionally required data in this section.

The screenshot shows a web form titled "Borrower Underwriting Details (Borrower 1)". It contains several fields: Borrower Qualifying Income Amount (text with a "\$" symbol and "(Monthly)" label), Credit Report Identifier (text), Bankruptcy Indicator (dropdown), Loan Foreclosure Or Judgment Indicator (dropdown), Credit Score Provider Name (dropdown), Credit Score Value (text), Credit Repository Source Indicator (dropdown), and Credit Repository Source Type (dropdown).

## Borrower Mailing Address Section

Select True or False for the "Borrower Mail to Address Same As Property Indicator" field and complete the information in the Borrower Mailing Address section only if it is different from the Subject Property Address information.

# Create Loans

**Borrower Mailing Address (Borrower 1)**

Street Address:  Borrower Mail To Address Same As Property Indicator:  True  False

City Name:  Address Type:

State Code:  Postal Code:

Country Code:

There are times when not all borrower information is contained in the Borrower sections. For example:

## Additional Underwriting Details

The Relationship between the Borrower Information section and Loan – Underwriting / Credit Information – Additional Underwriting Details section is that you will use the Additional Underwriting Details section to collectively report income and debts for all borrowers (even if more than five). If there are more than five borrowers on the mortgage, you must include the qualifying monthly income and debts for all borrowers on the loan in the Total Monthly Income Amount and Total Liabilities Monthly Payment Amount data points, not just the five borrowers you entered in the Borrower Information section.

**Additional Underwriting Details**

Total Monthly Income Amount: \$  Total Monthly Proposed Housing Expense Amount: \$

Borrower Reserves Monthly Payment Count:  Total Liabilities Monthly Payment Amount: \$

Total Mortgaged Properties Count:

## Origination Details

The Relationship between Borrower Information section and Loan – Origination Information – Origination Details section is the borrower count. The number of borrower tabs you have in Borrower Information must equal the number you enter for “Borrower Count” in the Loan Origination Details section. (So if there is a total of 7 borrowers on the loan, you must enter “5” in “Borrower Count” because 5 is the maximum amount of borrowers you can add.)

**Origination Information**

**Origination Details**

Application Received Date:    
(mm/dd/yyyy)

Borrower Price Lock Date:    
(mm/dd/yyyy)

**Borrower Count:**

Capitalized Loan Indicator:

Escrow Indicator:

HMDA HOEPA Loan Status Indicator:

HMDA Rate Spread Percent:  %

# Create Loans

## Enter Party Data

The **Party** section includes sections and data points associated with the Loan Originator, the Mortgage Funder, and the Appraiser. This section identifies the role that the designated party plays in the transaction. A party may be either a person (individual) or a legal entity (non-individual). **Party** contains one mid-level section, **Party Information**, noted on the blue bar, which has three low-level sections noted on the grey bars:

- Loan Originator Details
- Mortgage Funder Details
- Appraiser Details

The screenshot shows a web form titled "Party" with a blue header bar for "Party Information". Below this are three grey header bars for "Loan Originator Details", "Mortgage Funder Details", and "Appraiser Details".

- Loan Originator Details:** Includes input fields for "Loan Originator Identifier", "Loan Origination Company Identifier", and a dropdown menu for "Loan Originator Type".
- Mortgage Funder Details:** Includes an input field for "Note Pay To (Company Name)".
- Appraiser Details:** Includes input fields for "Appraiser Supervisor Identifier" and "Appraiser License Identifier".

## Enter Loan Data

The **Loan** section includes multiple sub-sections. The highest-level sections are represented with four tabs, each corresponding to a "loan state" or specific point in time for which the delivered data is valid. The loan state tabs help organize the data you need to enter. Notice that the Closing and Current tabs are larger than the others are and are set apart on the left. This is because all loans delivered to Freddie Mac require data to be entered in both the Closing and Current tabs. If you are delivering a modified or converted mortgage, the appropriate data must be entered in addition on either the Modification or Conversion tab in addition to the Closing and Current tabs. Together, the data in the two or three loan tabs fully define a single loan delivery.



The active tab (the tab you are working in) will display in white. The selling system automatically defaults to the Closing tab, so it will always be white when you first enter the selling system. Refer to the following table for a description of each loan state tab.

## Create Loans

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<b>Loan State Tab</b>	<b>Description</b>
<b>Closing</b>	This tab is used to submit data based on the origination, underwriting, and closing process of the loan to be sold. This is sometimes referred to as original loan information. Data is always required in this tab.
<b>Current</b>	This tab is used to submit data required to onboard servicing, data about the settlement transaction with Freddie Mac, and other investor-specific information. If you import your loans, data that appears in this tab is valid as of the date the data was retrieved from your system. If you use the selling system data-entry screens, data that appears in this tab must be current as of the time of delivery to Freddie Mac. Data is always required in this tab.
<b>Modification</b>	This tab is used to submit data for Seller-Owned Modifications and Construction Conversion or Renovation Mortgages with Modification Documentation. The data on this tab is accurate as of the time that the modified note terms became effective. Data is required in this tab only if you are delivering a modified loan.
<b>Conversion</b>	This tab is used to submit data for FRE- or Seller-Owned Converted Mortgages. The data on this tab is accurate as of the time that the converted note terms became effective. Data is required in this tab only if you are delivering a converted loan.

### **Enter Data in the Closing Tab**

The Closing tab is the default loan state and represents the loan data at the completion of the closing process, sometimes referred to as the original loan state. The **Closing** tab has four mid-level sections noted on the blue bars:

- Product Information
- Note Information
- Origination Information
- Underwriting/Credit Information

# Create Loans

■ Loan

**Closing** Current Modification Conversion

Product Information

- Product Details
- Daily Simple Interest (If Applicable)

Note Information

- Note Details
- ARM Details
- Temporary Buydown Details Buydown Temporary Subsidy Indicator:
- Conversion Option Details Convertible Indicator:
- Assumability Details
- Prepayment Penalty Details
- Interest Only Details Interest Only Indicator:

Origination Information

- Origination Details
- Funds Needed to Close Details
- Other Funds Collected at Closing Details

Underwriting/Credit Information

- Loan Details
- Streamlined Loan Details
- Construction Details Construction Loan Indicator:
- Loan Level Credit Details
- Underwriting Details
- Additional Underwriting Details
- Delivered LTV Values

Closing Current Modification Conversion

If you are delivering an un-modified loan, you must enter data into each one of these sections. You can expand the sections by clicking + sign to access and view the data points. Alternatively, if a heading bar contains an indicator field, for example “Buydown Temporary Subsidy Indicator”, and you select “True”, the section will open up for you to enter details about the buydown feature.

## **Enter Data in the Current Tab**

The Current tab represents the loan data as of the time it was extracted from your system (if imported) or as of the time of delivery to Freddie Mac for manual entry.

# Create Loans

---

The **Current** tab has six mid-level sections noted on the blue bar:

- Execution Information
- Product Information
- Payment Information
- Origination Information (data in this section required only if the delivered loan is being delivered through the Servicing Released Sales Process)
- Mortgage Insurance Information
- Secondary Financing/Related Loan Information (data in this section required only if the delivered loan has any subordinate liens)

The screenshot displays the 'Loan' application interface. At the top, there is a navigation bar with tabs for 'Closing', 'Current', 'Modification', and 'Conversion'. The 'Current' tab is selected and highlighted in white. Below the navigation bar, there are six expandable sections, each with a blue header bar and a minus sign on the left. The sections are: 'Execution Information', 'Product Information', 'Payment Information', 'Origination Information', 'Mortgage Insurance Information', and 'Secondary Financing/Related Loan Information'. The 'Secondary Financing/Related Loan Information' section is expanded, showing a 'Related Loan 1' entry. This entry includes fields for 'Lien Priority Type' and 'Mortgage Type', a 'Closed-end Second' section with a 'Current UPB Amount' field, and a 'HELOC Details' section with a 'HELOC Indicator' field. A 'Back to Top' link is located in the bottom right corner of the interface.

From the figure above, you can tell we are looking at the **Current** tab because it is the tab with a white background. You can expand the sections by clicking + sign to access and view the data points.



You must always complete data in the Closing and Current tabs.

# Create Loans

## Enter Data in the Modification Tab if Applicable

If the loan you are delivering is a Seller-Owned Modified Mortgage or a Construction Conversion or Renovation Mortgage with Modification Documentation, you must enter the data about the loan in the Modification tab. The **Modification** tab screen is nearly identical to the **Closing** tab screen and has the same four mid-level sections noted on the blue bars with one additional section:

- Modification Information
- Product Information (only differs from Closing tab in absence of Lien Priority Type in Product Details section)
- Note Information (only differs from Closing tab in absence of Note Date in Note Details Section)
- Origination Information
- Underwriting/Credit Information

The screenshot displays the 'Loan' interface with the 'Modification' tab selected. The navigation bar at the top shows 'Closing', 'Current', 'Modification', and 'Conversion' tabs. The 'Modification' tab is highlighted with a red border. Below the navigation bar, there are several expandable sections, each with a blue header and a plus sign icon. The sections are: 'Modification Information' (with 'Modification Details' expanded), 'Product Information' (with 'Product Details' and 'Daily Simple Interest (If Applicable)' expanded), 'Note Information' (with 'Note Details', 'ARM Details', 'Temporary Buydown Details', 'Conversion Option Details', 'Assumability Details', 'Prepayment Penalty Details', and 'Interest Only Details' expanded), 'Origination Information' (with 'Origination Details', 'Funds Needed to Close Details', and 'Other Funds Collected at Closing Details' expanded), and 'Underwriting/Credit Information'. The 'Modification' tab is the only one with a white background.

From the figure above, you can tell we are looking at the **Modification** tab because it is the only tab with a white background. The **Modification** tab is used to deliver required and conditionally required information about the modified loan that became effective on the Loan Modification Effective date. Much of the data in this tab may not have changed since origination. Even if it has not changed, it is to be entered in this tab, because a modified loan is what you are delivering.

# Create Loans

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In addition to the data about the modified loan that you will enter in this tab, you must enter a subset of data about the original loan terms in the **Closing** tab. The data fields that you must enter will be highlighted in the **Closing** tab once and include:

## **Product Information – Product Details Section**

- Lien Priority Type
- Mortgage Type
- Interest Calculation Type
- Payment Frequency Type
- Balloon Indicator
- Loan Amortization Type

## **Note Information – Note Details Section**

- Note Date
- Note Amount
- Note Rate Percent
- Scheduled First Payment Date
- Initial Principal and Interest Payment Amount
- Loan Maturity Date

## **Note Information – ARM Details Section** (If original loan was an ARM)

- Initial Fixed Period Effective Months Count
- First Adjustment Tab
  - Per Change Rate Adjustment Frequency Months Count
- Subsequent Adjustment Tab
  - Per Change Rate Adjustment Frequency Months Count

## **Note Information – Interest Only Details Section**

- Interest Only Indicator (enter true only if the original loan had an interest only feature)
- Interest Only Term Months Count (enter only if the original loan had an interest only feature)

## **Enter Data in the Conversion Tab if Applicable**

The **Conversion** tab is used to deliver required and conditionally required information about the converted loan once the conversion option has been exercised (for example, when a loan has converted from an ARM to a fixed-rate mortgage.) The **Conversion** tab screen is very short and has only two mid-level sections noted on the blue bars, one unique to this tab:

- Conversion Information
- Product Information

# Create Loans

From the figure above, you can tell we are looking at the **Conversion** tab because it is the only tab with a white background.

## Enter Total Loans Data

The **Total Loans** section has one mid-level section, **Additional LTV Details**, with one low-level section, **Delivered LTV Values**. Enter the **Combined LTV Ratio Percent** and the **Home Equity Combined LTV Ratio Percent** in the **Total Loans** section.



Although you are required to calculate and deliver these values, which will be maintained by the selling system, Freddie Mac will recalculate the values and use them for all loan eligibility and pricing decisions.

5. Once all data has been entered, you will click **Finish**. The **New Loan Summary** screen will display with a confirmation message, the Seller Loan Identifier, Borrower name, and Loan Reference Product Label if the appropriate fields were populated. You will then have the option to evaluate the loan you just created or to create another loan.

# Create Loans

---

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**Selling**  
New Loan Summary

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

The loan has been saved successfully.

Seller Loan Identifier:	98741
Borrower:	WASHINGTON, GEORGE
Loan Reference Product Label:	

[Evaluate this loan](#) [Create Another loan](#)

## Import Loans Overview

The selling system's import functionality allows you to import single or multiple loans with complete or partial loan data (provided the minimum required fields persist). If you import partial data, you can return later to complete the missing required data points.

There are three options to import data in the selling system:

**Option 1:** MISMO XML Import (for creating a new loan)

**Option 2:** Modify Best Effort Import (Use only to modify data on pre-existing Best Efforts loans that are in an accepted status. For more details, refer to Chapter 5, Manage Loans.)

**Option 3:** Import from Loan Prospector® (LP). The selling system is integrated with Loan Prospector and allows you to import certain LP data to create a new loan in the selling system. Note that the data imported from LP constitutes partial loan information, so you must therefore provide additional loan data such as the Seller Loan Identifier, in order to save the loan. After saving the loan, other missing/required data may be provided using the import or manual entry methods.

# Create Loans

## ***The Import Loan Screen for MISMO XML***

The import loan screen collects information about the parameters of your import file such as the location of the import file, if you are assigning a pool number at the time of import, if you are overwriting pre-existing data, etc. Refer to the following table on how to use the functionalities in the Import Loan screen.

<b>Import Loan Screen Data Field Descriptions</b>	
<b>Field Name</b>	<b>Description</b>
File	You must select the file location by clicking the browse button.
Overwrite Existing loans on Import?	You must select Yes or No. Select Yes to overwrite existing loan data in the selling system using the import file. Select No if there is no pre-existing loan data in the selling system. If you choose not to overwrite existing loans at import, then duplicate loans will display on the Import Errors Detail screen with the following message: "Loan was not processed because the loan ID already exists in the system and option to overwrite at Import was selected as No."
Use only Seller Loan Identifier as the loan identifier	This checkbox is used when you wish to re-import loans using the Seller Loan Identifier for the purpose of overwriting existing Borrower loan data.
Evaluate the loans in this file at import	Checking this box will evaluate the loans upon import. This is a user preference as loans can be evaluated at a later time.
Assign a Investor Contract Identifier or Pool number to this file	Select No if you do not want to assign a contract or PC Pool number to the file. Select Yes to assign the contract identifier (the alphanumeric number that displays in the grayed-out box) to the loans during import. If a contract number pre-exists in the import file the selling system will not overwrite it. Select Yes to assign the pool # (the PC Pool number that displays in the grayed-out box) to the loans during import.
Import Loans	Click Import Loans to import the loan file.

## ***MISMO XML Import***

Follow the procedure below to import loans into the selling system using the MISMO XML file format.

1. From the left navigation bar, select **MISMO XML Import**. The **Import Loan** screen displays.

# Create Loans

Freddie Mac Selling Import Loan

Home Help News Contact Us Admin Logout FreddieMac.com

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

\* Denotes a required field.

Please ensure that the file you are about to import conforms to Freddie Mac's file import standards. There is a maximum size limit of 20MB per file. If your file is above 20MB please ZIP it using standard WINZIP Tool.

File:\*  Browse...

Overwrite Existing loans on Import?

Yes  
 No

Assign a Investor Contract Identifier or Pool number to this file

No. I do not want to specify a number here

Yes. Assign a Investor Contract Identifier to the loans during import   
(Will not overwrite Investor Contract Identifier(s) given in the file.) on the Loan import screen.

Yes. Assign a pool # to the loans during import

Use only Seller Loan Identifier as the loan identifier  
 Evaluate the loans in this file at import.

Import Loans

**Pricing and Contracting**

- Request FM Price Sheet
- Take Out Cash Contract
- Take Out Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates
- Import Guarantor Contracts
- View Import
- Contract Results

**Loans**

- Loan Pipeline
- Create New Loan
- View Evaluation Issues
- View Evaluation Results
- MISMO XML Import**

2. Select **Browse** to locate the file you want to import.



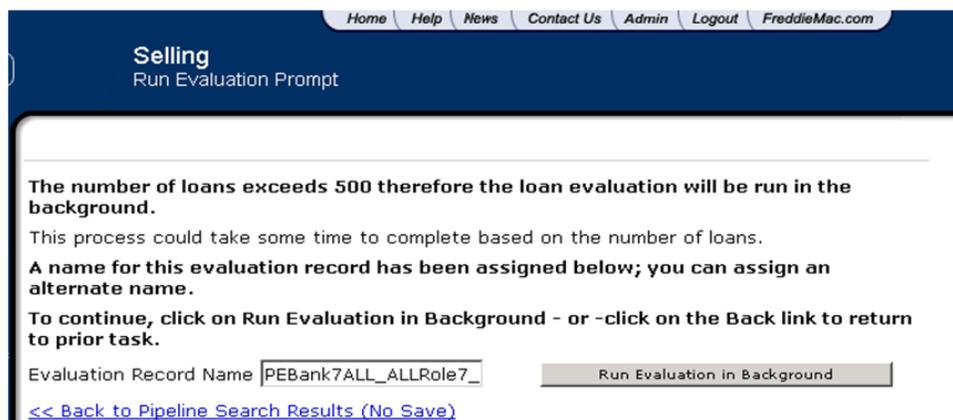
If your file size is greater than 20MB (approximately 800 loans), you must ZIP the file using the standard WINZIP tool.

3. Select **Yes** to **Overwrite Existing loans on Import** if you want to overwrite pre-existing data with a new file or select **No**.
4. If you are importing loans to be allocated to a Guarantor, MultiLender or WAC ARM Guarantor contract, select one of the options under **Assign a Investor Contract Identifier or Pool number to this file**.
5. If you want to use the **Seller Loan Identifier** as the only loan identifier, check the appropriate box.
6. If you want to evaluate the loans at import, check the **Evaluate the loans in this file at import** box.



When you evaluate more than 500 loans at one time, the Run Evaluation Prompt screen will display and inform you that the system will take some time to complete the evaluation. This gives you the opportunity to complete other tasks within the system while you wait.

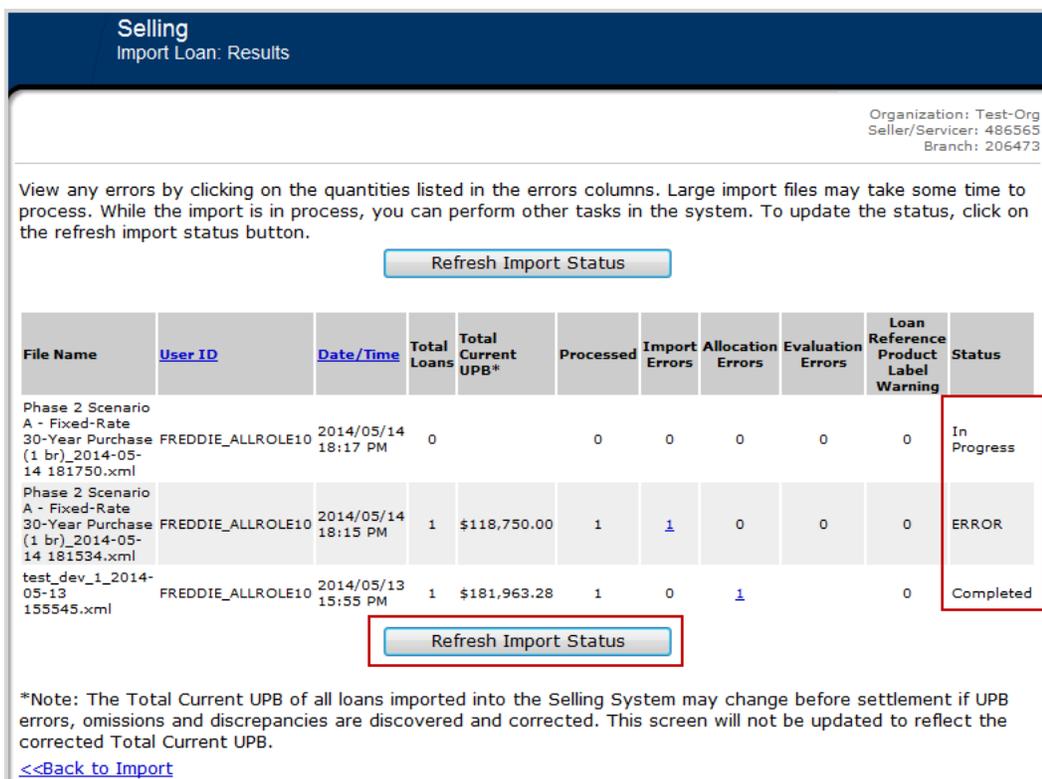
# Create Loans



You can choose to Run Evaluation in Background and access other functionality, or return to the Loan Pipeline Search Results to work with another loan while awaiting the evaluation results. Additionally, the system will create a default Evaluation Record Name comprised of the user ID and date/time stamp. You may change the default name as desired.

If you choose to continue and run evaluation, you will be taken to the View Evaluation Results screen where you can wait until evaluation is complete or continue with another task. You can always return to the View Evaluation Results screen by accessing it from the left navigation menu.

7. Click **Import Loans** to import your file. The Import Loan: Results screen displays showing loans In Progress and/or Completed status.



8. Click **Refresh Import Status** until the status changes to Completed.

# Create Loans

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

View any errors by clicking on the quantities listed in the errors columns. Large import files may take some time to process. While the import is in process, you can perform other tasks in the system. To update the status, click on the refresh import status button.

[Refresh Import Status](#)

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Loan Reference Product Label Warning	Status
Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)_2014-05-14 181750.xml										
	FREDDIE_ALLROLE10	2014/05/14 18:17 PM	1	\$118,750.00	1	0	0	<u>1</u>	0	Completed
Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)_2014-05-14 181534.xml										
	FREDDIE_ALLROLE10	2014/05/14 18:15 PM	1	\$118,750.00	1	<u>1</u>	0	0	0	ERROR
test_dev_1_2014-05-13 155545.xml										
	FREDDIE_ALLROLE10	2014/05/13 15:55 PM	1	\$181,963.28	1	0	<u>1</u>		0	Completed

[Refresh Import Status](#)

\*Note: The Total Current UPB of all loans imported into the Selling System may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This screen will not be updated to reflect the corrected Total Current UPB.

[<<Back to Import](#)



The Import Results are available for seven days. You can sort information by **User ID** or **Date/Time** by clicking on the header title of the same name.

## Import Results Screen

The Import Results screen provides a summary of the results of your imports for a seven-day period. The results are organized in chronological order by import file name.

If the status of your file is In Progress, click **Refresh Import Status**. You may continue to work in the selling system while the import is in progress. To return to the Import Loan: Results screen, click **View Import Results** on the left navigation bar.

The following table provides descriptions of the information located on this screen.

## Create Loans

Import Results Screen Data Field Descriptions		
Field Name	Definition	Special Notes
File Name	Indicates the name of the import file.	
User ID	Indicates the user ID of the person who imported the file.	Clicking on the column header will sort the loan results by user ID
Date/Time	Indicates the date and time the file was imported.	Clicking on the column header will sort the loan results by date/time
Total Loans	Indicates the total number of loans in the import file.	
Total Current UPB	<ul style="list-style-type: none"> <li>▪ Indicates the total current unpaid principal balance of the loans in the file being imported.</li> <li>▪ In contrast, on each error details screen, this indicates the total current UPB of the loans with that particular error type.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The following disclaimer note displays: “This Total Current UPB of all loans imported into the selling system may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This indicator will not be updated to reflect the corrected Total Current UPB.”</li> <li>▪ This amount is different from the Contract Details screen, which shows the Total UPB of a contract and will be adjusted to reflect any updates in system.</li> </ul>
Processed	Indicates the total number of loans processed in the import file.	When this equals total loans, processing is complete.
Import Errors/	<ul style="list-style-type: none"> <li>▪ Indicates the number of loans that could not be imported due to loan data syntax errors. This count includes any duplicate loan IDs that already exist in the system and where the option to overwrite at Import was <b>not</b> selected.</li> </ul>	<ul style="list-style-type: none"> <li>▪ These errors must be corrected before the loans can be successfully imported.</li> </ul>
Allocation Errors/	<ul style="list-style-type: none"> <li>▪ Indicates the number of loans that could not be allocated to the contract you specified at import.</li> </ul>	<ul style="list-style-type: none"> <li>▪ You must have selected the option to assign loans to a contract or pool number for data to be reflected here.</li> </ul>
Evaluation Errors/	<ul style="list-style-type: none"> <li>▪ Indicates the number of loans in the import file that did not clear purchase edits.</li> </ul>	<ul style="list-style-type: none"> <li>▪ You must have selected the option to evaluate loans at import for data to be reflected here.</li> </ul>

## Create Loans

Import Results Screen Data Field Descriptions		
Field Name	Definition	Special Notes
Loan Reference Product Label Warning	<ul style="list-style-type: none"> <li>Indicates a number of errors labeling the loan at the time of import. When you click on the value under the Loan Reference Product Label Warning column, you will be taken to the Loan Reference Product Label Warning Detail screen for further information about the error.</li> </ul>	
Status	Indicates the status of your import file.	<p><b>In Progress:</b> Your import is still in progress and not yet complete.</p> <p><b>Completed:</b> Your import file has been completely processed.</p> <p><b>ERROR:</b> System has timed out after one hour. In these rare cases, attempt to re-import or contact Customer Support (800) FREDDIE.</p>

### Import Errors Defined

There are three types of errors you may receive when you import your file

Error Type	Definition
<b>Import Error</b>	Indicates the number of loans that could not be imported due to loan data syntax errors. These errors must be corrected before the loans can be successfully imported. In addition, loans that are not processed because the loan ID already exists in the system and the option to overwrite at Import was <b>not</b> selected are listed under this import error column.
<b>Allocation Error</b>	Indicates the number of loans that had a problem being allocated to the contract you specified at import. The Import Loans: Allocation Error Detail screen will show loans that were unallocated or failed allocation with messages that indicate the reason for the failure.
<b>Evaluation Error</b>	Indicates the number of loans in the import file that did not clear critical purchase edits. The Evaluation Detail screen will provide the error messages for each loan. Loans with critical errors will be listed first. You must correct these errors before your final delivery date in order for these loans to be in a Ready to Fund state. A “W” indicates that the file passed with warnings only.

# Create Loans

The Import Loan Results screen will display each of these errors and its associated number in the Import Errors, Allocation Errors, and/or the Evaluation Errors column. An example is shown below.

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Status
30yr5percent.txt	PEBank7ALL_ALLRole7	2005/07/18 17:13 PM	7	1587432.32	7	<a href="#">2</a>	0	0	Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 17:11 PM	14	2784101.88	14	<a href="#">1</a>	0		Completed
4.1_TRAINING_Form_11_20.txt	PEBank7ALL_ALLRole7	2005/07/18 17:01 PM	1	223515.10	1	<a href="#">1</a>	0		Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 10:26 AM	14	2784101.88	14	<a href="#">1</a>	0	<a href="#">13</a>	Completed

## View Import Errors

Follow the procedure below to identify and resolve import errors on the Import Loan: Results screen.

1. From the Import Loan: Results screen, click the numbered link under the Import Errors, Allocation Errors or Evaluation Errors columns to view details regarding the error(s).

File Name	User ID	Date/Time	Total Loans	Total Current UPB*	Processed	Import Errors	Allocation Errors	Evaluation Errors	Status
30yr5percent.txt	PEBank7ALL_ALLRole7	2005/07/18 17:13 PM	7	1587432.32	7	<a href="#">2</a>	0	0	Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 17:11 PM	14	2784101.88	14	<a href="#">1</a>	0		Completed
4.1_TRAINING_Form_11_20.txt	PEBank7ALL_ALLRole7	2005/07/18 17:01 PM	1	223515.10	1	<a href="#">1</a>	0		Completed
Revised FixedRegPEFDDataPoolFinal_30.txt	PEBank7ALL_ALLRole7	2005/07/18 10:26 AM	14	2784101.88	14	<a href="#">1</a>	0	<a href="#">13</a>	Completed
4.1_TRAINING_Form_11_30FHA.txt	PEBank7ALL_ALLRole7	2005/07/18 10:25 AM	1	223792.15	1	<a href="#">1</a>	0	0	Completed
4.1_TRAINING_Form_11_30FM100.txt	PEBank7ALL_ALLRole7	2005/07/18 10:24 AM	1	292421.74	1	<a href="#">1</a>	0	0	Completed

Three examples are shown below: Import Errors, Allocation Errors, and View Evaluation Issues screen.

**Example 1:** Displays the Import File: Import Errors Detail screen. The top section contains the file name, the number of loans processed, a summary of the number of loans that were not processed and the total UPB of the loan(s).

The Import Errors table identifies the loan(s) and describes the type of error.

# Create Loans

Home Help News Contact Us Admin Logout FreddieMac.com

**Selling**  
Import File: Import Errors Detail

File Name: Revised FixedRegPEFDataPoolFinal\_30.txt  
 Total loans processed: 14  
 1 Loans had import errors and were not processed. Total Current UPB\* of loans with import errors: 198864.42

Displaying: 1-1 of 1 Import Loan Errors Import Loan Error Per Page: 25

Import Errors		
Seller Loan #	Borrower Name	Error Message
SSLPEF-113	REDACTED	Invalid OfferingCode:100

Displaying: 1-1 of 1 Import Loan Errors Import Loan Error Per Page: 25

\*Note: The Total Current UPB of all loans imported into the Selling System may change before settlement if UPB errors, omissions and discrepancies are discovered and corrected. This screen will not be updated to reflect the corrected Total Current UPB.

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**Example 2:** Displays the Import Loan: Allocation Errors Detail screen. The top section contains the file name, the number of loans allocated to the contract, a summary of the number of loans that were not processed and the total UPB of the loan(s).

The Allocation Errors table identifies the loan(s) and describes the type of error.

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**Selling**  
Import Loan: Allocation Errors Detail

File Name: 4.1\_TRAINING\_Form\_11\_30.txt  
 Total loans allocated to contracts: 0  
 1 Loans had allocation errors and were not allocated to the specified contract. Total UPB of loans not allocated to contracts: 223792.15

Displaying: 1-1 of 1 Loan Allocation Error Loan Allocation Errors Per Page: 25

Allocation Errors		
Seller Loan #	Borrower Name	Error Message
I_30	TRAINING, PRI-BORR	The Note Rate of the loan I_30 does not fit within the Note Rate Range specified in the contract. Please select a different contract.

Displaying: 1-1 of 1 Loan Allocation Error Loan Allocation Errors Per Page: 25

# Create Loans

**Example 3:** View Evaluation Issues page. The top section contains a link for a Printer Friendly View and a button to export the Evaluation Issues in .csv format or the file name.

The next section contains the File Name, the total number of loans evaluated and the total UPB of the loan(s).

The table identifies the loan(s), whether the error is Critical or is a Warning and describes the error. If there are multiple loans with errors, you will see corresponding error pages.

**Selling**  
View Evaluation Issues

Organization: Test-Org  
Seller/Service: 486565  
Branch: 206473

The system will build the file in the background; this process could take some time to complete based on the number of loans. Results of your request will be displayed on the next screen.

[Printer Friendly View](#)

[Export Evaluation Issues File](#)

File Name: Phase 2 Scenario A - Fixed-Rate 30-Year Purchase (1 br)\_2014-06-18 120655.xml  
Total Loans evaluated: 1. 1 loans have critical evaluation errors. Total UPB of loans with critical errors: \$118,750.00  
0 loans have cleared edits and have no warnings

Results as of Wed Jun 18 12:09:26 EDT 2014

Displaying: 1-1 of 1 Evaluation Error Evaluation Errors Per Page: 5

11112211	Investor Contract Identifier:
BUILDER, SUZI	Last updated: 06/18/2014 12:07 EDT

**Critical Errors:**

- Determine Appraisal Compliance:**
  - The Appraisal Identifier does not exist. Please check the Appraisal Identifier entered and confirm the appraisal has been successfully submitted to the UCDP.
- Property Valuation Compliance:**
  - The Freddie Mac settlement date is more than 120 days after the Note Date (Subject Loan, At Closing). A new property valuation with at least an exterior-only inspection that meets Freddie Mac requirements is required. The effective date of the new property valuation must be no more than 60 days prior to the Freddie Mac settlement date.
- FICO and AUS Compliance:**
  - Credit Score compliance cannot be determined because one or more data elements used in evaluation are missing.
- Data Reasonableness Compliance:**
  - The Last Paid Installment Due Date (Subject Loan, Current) is delinquent by more than two calendar months from the Freddie Mac settlement date. Please confirm the data is correct.
  - In order for a mortgage to qualify as a Loan Prospector Mortgage, it must receive a status of complete on the feedback certificate.
  - The loan must be either a valid LP loan or manually underwritten.
  - The Loan Acquisition Scheduled UPB Amount (Subject Loan, Current) must be less than or equal to the Calculated Scheduled UPB.

Displaying: 1-1 of 1 Evaluation Error Evaluation Errors Per Page: 5

The system will build the file in the background; this process could take some time to complete based on the number of loans. Results of your request will be displayed on the next screen.

[Printer Friendly View](#)

[Export Evaluation Issues File](#)

[<<Previous Page](#)

2. Review the Error Message(s) and update and/or correct accordingly.
3. Print the specific error screen for your records.

# Create Loans

The following table lists the error type and basic instruction towards updating the error.

Error Types	
If you received...	Then...
Import errors	Go to your import file, correct the errors and re-import the loan.
Allocation errors	Correct errors and try to allocate the loan(s) again.
Evaluation errors	Use the Evaluate Loan function to correct errors in your loan data.



Refer to the section on Evaluate Loans to learn how to evaluate loans from the Loan Pipeline.

## Evaluation Results

From the Run Evaluation Prompt screen, if you are evaluating more than 500 loans, they will be evaluated asynchronously. Upon completion, you will be taken to the View Evaluation Results screen. You can also access this screen from the left navigation menu.

Once Status is "Completed," the Evaluation Record Name will link you to the View Evaluation Issues screen for that record.

Use the table below to check the progress and access you Loan Evaluation results. To view evaluation issues click on the appropriate "Evaluation Record Name" link below. Each completed evaluation record listed below will be displayed for 7 calendar days from date created.

Evaluation Record Name	Request Date/Time	Total No. Loans	Status
myevalrecdmw	2005/07/27 13:43 PM	525	In Progress

Note: If the evaluation status results in an error, please re-run the loans you would like to evaluate.

The View Evaluation Results screen, as shown above, lists each completed evaluation record for seven calendar days. For each record, you receive the following information: Record Name, Request Date/Time, Total Number of Loans, and Status.

The following table lists and describes the possible status for an evaluation record.

## Create Loans

---

Statuses for Evaluation Process	
Status	Description
In Progress	Evaluation job is in process. Click Refresh Evaluation Status button to update screen.
Completed	<p>Evaluation has finished. Click on the record link to View Evaluation Issues, and proceed to print and/or export a report. Correct any errors accordingly in your LOS or manually in the selling system.</p> <p>Tips to Clear edits in your Loan Origination System (LOS):</p> <ul style="list-style-type: none"><li>▪ Run purchase edits upon import by selecting the Evaluate at Import option on the Import screen.</li><li>▪ Print or export loan evaluation issues from the Import Results: Evaluation Errors Detail screen or from the left navigation bar <b>View Evaluation Issues</b>. This report shows critical and warning messages.</li><li>▪ Use the report to modify loans in your LOS.</li></ul> <p>Re-import loans to the selling system and re-run the evaluation process.</p>
Error	System has timed out after 1 hour. In these rare cases contact Customer Support (800-FREDDIE).

Remember, you can always continue to do other tasks within the selling system while you are waiting for the evaluation to be completed for your large records. You can go back to check the status of the evaluation by clicking on View Evaluation Results from the left navigation menu.

### ***Critical and Warning Errors Defined***

When you view the Evaluation Issues Report, you will find two types of errors: critical and warning. The report will display all critical errors first.

**Critical errors** will prevent your loan from moving into Ready to Fund status. You must correct these errors in order to move into the settlement cycle. The critical error message will provide tips on how to resolve these issues.

**Warnings** are not necessary to correct in order to move into the settlement cycle. However, Freddie Mac recommends that you review these errors and clear if necessary.

# Create Loans

## Import from Loan Prospector

Follow the steps below to create a new loan using the Import from LP function.

1. From the left navigation bar, select **Import from LP**. The Search for Loan in LP screen displays.

Freddie Mac Selling Search for Loan in LP

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\* Denotes a required field.

Fill in the fields below to identify the Loan Prospector loan to be imported.

Automated Underwriting Case Identifier\* (Loan Prospector Key Number):

Primary Borrower Taxpayer Identifier Value\*:

Required if there are two borrowers: Secondary Borrower Taxpayer Identifier Value:

Enter this data if available:

Note Date:  (mm/dd/yyyy)

Loan Modification Effective Date:  (mm/dd/yyyy)

Latest Conversion Effective Date:  (mm/dd/yyyy)

Automated Underwriting Recommendation Description:

Construction Loan Type:

Construction Method Type:

Construction To Permanent Closing Type:

Investor Feature Identifier:

Required if there are two borrowers:

Convertible Indicator:

Mortgage Modification Indicator:

Interest Only Indicator:

Construction Loan Indicator:

Convertible Status Type:

Loan Purpose Type:

Refinance Program Identifier:

Related Loan Investor Type:

Loan Program Identifier:

NOTICE: The Selling System only maintains loan and loan purchase data back to January 1, 2010. Older data is stored elsewhere under our record retention policy.

2. Complete the required fields (marked with an asterisk \*), then click **Search for LP**. If there is an existing LP transaction that meets your search criteria the loan information will display.
3. Determine if this is the loan you want to import. If not, repeat steps 1–2. If yes, continue with next step.
4. Select **Import**. The Create New Loan screen displays populated with the imported LP values. Import from LP does not constitute a complete loan record, you will need to complete any missing fields on the Create New Loan screen before you select **Save as Draft** or **Finish**.

# Create Loans

The screenshot shows a web application interface for creating loans. On the left is a dark blue sidebar with a list of navigation options. The main content area is divided into several sections for data entry:

- Loan Prospector Feedback Certificate Transaction Information:** A table with fields for Loan Prospector Key # (30000001), AUS Transaction Number (930000001), AUS Transaction Date (01/01/2005), Purchase Eligibility (PURCHASE ELIGIBILITY DESCRIPTION FOUND IN LP-IODS), Risk Class (A+ - ACCEPT PLUS), and LP Price Level (01). Below this table are two buttons: "Go to Create Loan (No Save)" and "Import" (circled in red).
- Note Information:** Fields for Note Date, Original Loan Amount (\$300,000.00), Original Interest Rate (5.750%), and Modification/Conv. Date. To the right is a **Property Street Address:** section with fields for City (MCLEAN), State (VA), and Zip Code (20147 1212).
- Change Dates and Index:** A field for Index Source.
- Change Calculation and Limits:** Fields for Note Margin, Periodic Interest Rate Cap, and Life of Loan Max Rate.
- Borrower Information:** Two columns: **Primary Borrower** (Name, LP-PFNAME X LP-PLNAME, Age: 40, Date of Birth: 10/26/1963, Gender: Male, SSN #: 311100001, First Time Homebuyer: Yes) and **Co-Borrower:** (Name, Age, Date of Birth, Gender, SSN #).

5. Click **Finish** when done.

# Warehouse Lender Release Process

## Chapter 7

### Overview

A fully executed Form 996E, Warehouse Provider Release and Transfer, is required when an interim financing arrangement exists between the Seller and a Warehouse Provider. Under such an arrangement, the Warehouse Provider has agreed to provide the Seller interim financing in exchange for a security interest in, or beneficial ownership of, mortgage loans that are offered for sale to Freddie Mac. By executing and transmitting Form 996E to Freddie Mac, the Warehouse Provider agrees to release, relinquish, transfer and assign to Freddie Mac, any and all rights, title or interest, of whatever nature that the Warehouse Provider has in the Mortgages listed in Appendix 1, Schedule of Pledged Mortgage(s), or delivered with Form 996E.

Before beginning this process, you must verify that your Warehouse Provider has completed and submitted to Freddie Mac for approval an original, executed Form 990SF, Warehouse Provider Certificate of Incumbency, with Exhibit A, a resolution that authorizes identified employees to instruct Freddie Mac to transfer funds or securities to the Warehouse Provider as required in Guide Section 6305.12 and 6305.3.

### Enter Settlement Details

You are required to enter settlement details in the Selling System for the contract and the mortgage loans associated with that contract before building forms. The table below identifies the actions to take in the Enter Settlement Details screen based on the contract type.

For improved efficiency, we recommend accessing the Enter Settlement Details function from the Loan Options box within the Contract Details screen. This will reduce time spent searching for loans.

Enter Settlement Details		
Action	For Guarantor/MultiLender Contracts	For Cash Contracts
Select a set of wire instructions	N/A	Identify a set of wire instructions
Select a Servicer Identifier	Select a Servicer Identifier that is within the Designated Servicer's family. *	Select a Servicer Identifier that is within the Designated Servicer's family. *
Enter a Requested Settlement Date	The requested Settlement Date defaults to the contract's Security Settlement Date	If you do not specify a requested Settlement Date, the system defaults to ASAP funding
Document Custodian	Select a Document Custodian from the drop-down menu	Select a Document Custodian from the drop-down menu



# Warehouse Lender Release Process

Summary of Contract Terms:				Contract Options															
Contract Name:	test	Remaining Balance:	\$91,500.00	<a href="#">Modify Mandatory Contract</a> <a href="#">Change Contract Name</a> <a href="#">Add Loan(s)</a> <a href="#">Pair-off</a> <a href="#">View/Print Contract Confirmation</a> <a href="#">Refresh</a> <a href="#">Contract Details</a> <a href="#">R&amp;W Relief Summary Info</a>															
Investor Contract Identifier:		Contract Amount:	\$500,000																
Contract Type:	Mandatory	Contract Status:	Accepted																
Contract Product:	30-Year Fixed Rate Conventional	Accepted Date:	10/07/2015 08:12:45																
LTV Ratio Percent Range:	0% - <=105%	Pair off Amount:																	
Master Commitment:		Expiration Date:	11/06/2015																
Loan Amortization Period Count:	239 to 362 months	MC Type:	Flow																
Note Rate Percent Range:	3.500% to 4.000%	Servicing Option:	Retained																
Loan Maturity Period Count:	241 to 360 months	Servicer #:																	
		Servicing Fee Rate:	0.250%																
		Remittance Option:	Gold																
		Total UPB:	\$408,500.00	<table border="1"> <thead> <tr> <th colspan="2">Loan Options</th> </tr> </thead> <tbody> <tr> <td><a href="#">Price Loan(s) Against Contract</a></td> <td></td> </tr> <tr> <td><a href="#">Remove Loan(s)</a></td> <td></td> </tr> <tr> <td><a href="#">Enter Settlement Details</a></td> <td></td> </tr> <tr> <td><a href="#">Evaluate Loan(s)</a></td> <td></td> </tr> <tr> <td><a href="#">Build Form 1034</a></td> <td></td> </tr> <tr> <td><a href="#">Build Form 996E</a></td> <td>◀.....</td> </tr> </tbody> </table>		Loan Options		<a href="#">Price Loan(s) Against Contract</a>		<a href="#">Remove Loan(s)</a>		<a href="#">Enter Settlement Details</a>		<a href="#">Evaluate Loan(s)</a>		<a href="#">Build Form 1034</a>		<a href="#">Build Form 996E</a>	◀.....
Loan Options																			
<a href="#">Price Loan(s) Against Contract</a>																			
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<a href="#">Evaluate Loan(s)</a>																			
<a href="#">Build Form 1034</a>																			
<a href="#">Build Form 996E</a>	◀.....																		

Interest Rate Range:	3.500%	3.625%	3.750%	3.875%	4.000%
Contract Price:	100.046	101.053	101.794	102.418	103.142

- In the Create/View Certification Forms: Build screen, select the mortgage loans (s) to include on Appendix 1 by clicking either the check box to the left of the Investor Contract Identifier, the box to Select Page (all loans on the page), or Select All (all loans).

**Tip:** Click the column header for Investor Contract Identifier, Seller Loan Identifier or Primary Borrower Name. This will allow the loans to display in sequential order on Appendix 1.

# Warehouse Lender Release Process

**Selling**  
Create/View Certification Forms: Build

Organization: Warehouse Lender, Inc.  
 Address: 12345 Main St.  
 Phone: 123-4567

Choose the loans you would like to appear on the Form  Indicates 996E.  Indicates eMortgage

**Sort by clicking on header:**

<input type="checkbox"/>	<a href="#">Investor Contract Identifier</a>	<a href="#">Seller Loan Identifier</a>	<a href="#">Freddie Mac Loan Number</a> ↓	<a href="#">Primary Borrower Name</a>	<a href="#">Requested Settlement Date</a>	<a href="#">Warehouse Lender</a>	<a href="#">Wire Name</a>
<input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	11/06/2015	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX

Select Page   
  Select All 1 Loan   
 Total Selected: 1

Displaying: 1 - 1 of 1 Loan   
 Loans per page: 25

.....▶
Build Form

3. Click **Build Form**.
4. The forms display in PDF format.  
Example of Form 996E:



# Warehouse Lender Release Process

Example of Appendix 1: Schedule of Pledged Mortgages:

Freddie Mac		Form 996E			
Warehouse Provider Release And Transfer					
Appendix 1: Schedule Of Pledged Mortgages					
Seller Servicer Identifier: [REDACTED]		Date of Print: 6/9/2016			
Seller's Full Legal Name: [REDACTED]		Form 996E ID: [REDACTED]			
#	Investor Contract Identifier	Freddie Mac Loan Number	Ulster Savings Bank Loan Identifier	Primary Borrower Name	Property Address
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
					Total Loans(Notes): 4
Freddie Mac Form 996E (06/16)					

5. Forward Form 996E and Appendix 1 (together) to the Warehouse Provider for processing.

**Tip:** Contact the Warehouse Provider to verify they can process your request in a timely manner. It is your responsibility to have the executed Form 996E and Appendix 1 delivered in time to fund your contract.

6. The Warehouse Provider must:
  - Review the Form 996E and Appendix 1: The Schedule of Pledged Mortgages and compare them against their records.
  - If the forms are satisfactory and accurate, an employee of the Warehouse Provider who is identified on the Warehouse Provider's Certificate of Incumbency Form 990SF, and authorized by the Warehouse Provider's governing body resolution (an "Authorized Employee") must sign and date the Form 996E. Verify that your Warehouse Provider has completed and submitted to Freddie Mac and that Freddie Mac has approved, the Certificate of Incumbency and related documents as required in Guide Sections 6305.3 and 6305.12.



Only the Warehouse Provider may deliver the Form 996E and the Appendix 1 to Freddie Mac.

Mortgage documents should be delivered directly to the Document Custodian for verification and certification pending purchase. Be sure to instruct your Warehouse Providers not to forward extraneous documents such as bailee letters with Form 996E and Appendix 1.

## What Happens Next?

Freddie Mac's Customer Support 996E area will review Form 996E and Appendix 1 and compare the listing of Pledged Mortgages against mortgage data in the Selling System.

If the information is satisfactory and complete, Freddie Mac will update the Selling System to indicate the Warehouse Lender released Form 996E. Access the View Warehouse Lender Release function to view details on the release.

# Warehouse Lender Release Process

If there are discrepancies with the documents received from the Warehouse Provider or data in the Selling System, we cannot process Form 996E for release in the Selling System. When this occurs, you will be contacted by Freddie Mac's Customer Support 996E area to discuss how to remedy the issue.



Freddie Mac will not review a Form 996E unless the Warehouse Provider has already submitted, and Freddie Mac has accepted, a Form 990SF, Warehouse Provider Certificate of Incumbency and related documents, as described Guide Section 6305.3 and 6305.12.

**Tip:** Freddie Mac recommends Sellers review the contents of the email notification forwarded by the Warehouse Provider to verify the completeness of the documents. Missing and incomplete information will delay Freddie Mac's processing of your request.

7. Access the Selling System to verify that the Warehouse Provider has released Form 996E.

Go to the left navigation and click **Loan Pipeline** to access the Loan Pipeline search screen. Select the Advanced Search tab and click **List Loans**.

Freddie Mac Selling Loan Pipeline

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**Pricing and Contracting**

- Request FM Price Sheet
- Take Out Cash Contract
- Take Out Guarantor Contract
- Add Loans to Contract
- Remove Loans from Contract
- Pair-Off Contract
- Manage Templates
- Import Guarantor Contracts
- View Import Contract Results

**Loans**

- Loan Pipeline**
- Create New Loan
- View Evaluation Issues
- View Evaluation

**Basic Search** **Advanced Search**

Loan Status: Ready To Fund

Investor Contract Identifier: [ ] or from [ ] to [ ]

Seller Loan Identifier: [ ]

Pool #: [ ] or Unallocated loans

Freddie Mac Loan #: [ ]

Requested Settlement Date: from [ ] to [ ] or  ASAP

Primary Borrower Last Name: [ ]

Interest Rate Range: from [ ] to [ ] %

Loan Amortization Type:  Fixed Rate  ARM  Both

Evaluation Status: [ ]

Loan Reference Product Label: [ ]

Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below.

Loan Type:  Modified Loan  Converted Loan

**Additional Fields**

**List Loans** Clear Entries

# Note Certification Process

## Overview

Certification is the process of comparing Freddie Mac loan data to the physical mortgage note for discrepancies and verifying that the information on the note and supplemental documents meet Freddie Mac’s certification guidelines. The process includes reviewing the accuracy of signatures and assignment and endorsement chains.

Document Custodians are responsible for verifying certain information contained in the notes and related documents for the mortgages sold to Freddie Mac and for certifying that they have performed those verifications and that the original documents are in their possession. We refer to this process as “certification” or “certifying” the notes.

## Background

You must deliver mortgage notes and any supplemental required documentation to a Document Custodian. Freddie Mac offers the following document custody options:

- Freddie Mac’s Designated Custodian (DC)
- Freddie Mac approved third-party custodian
- Act as a Freddie Mac approved self-custodian

A Seller/Servicer electing to use a Document Custodian other than Freddie Mac’s Designated Custodian must contact Freddie Mac’s Counterparty Credit Risk Management department for approval.

The following table identifies the general requirements for each custodian option.

Document Custodian	Documents you send to the Custodian
Freddie Mac’s Designated Custodian	Notes, supplemental documents and Intervening Assignments
Third-Party Document Custodian	Notes, supplemental documents and Intervening Assignments
Self-Custodian	Notes, supplemental documents and Intervening Assignments to your trust department, which has trust powers granted by your primary regulator

For more information and requirements about Third-Party or Self Custodians, please refer to Freddie Mac’s *Single-Family Seller/Servicer Guide* and the *Document Custody Procedure Handbook*, which can be found at

<http://www.FreddieMac.com/cim/handbook.html>

# Certification Process for the Selling System

---

## Required Forms and Documentation

You must deliver to the DC or your approved custodian the following:

- Note
- Form 1034E or Note Delivery Cover Sheet (must accompany each delivery of notes)

Other documents that provide additional note terms, clarify legal terms, and/or complete the required documentation for a particular mortgage:

- Addendum to the Note
- Agreement to Convert
- Assumption Agreement
- Modification Agreement
- Power of Attorney
- Name Affidavit
- Signature Affidavit
- An allonge (because it is physically a part of the note, it is not technically a supplemental document, and if endorsements are made on the allonge, they must be delivered as part of the note)

When the DC certifies and maintains the note, the original assignments must remain with the seller. When a third-party or self-custodian receives the note, the assignments must also be sent to the custodian for review and safekeeping.

You must deliver the Form 1034E – *Custodial Certification Schedule*, Form 1034ES – *Custodial Certification Schedule Summary*, or the Note Cover Sheet along with your mortgage notes to Freddie Mac’s Designated Custodian or your custodian. The Freddie Mac loan number is assigned once your loan is allocated to a contract. The selling system makes it easy to print the loan numbers on labels for you.

When using a warehouse lender, if they hold your mortgage notes, you must send them the Form 996E, *Warehouse Lender Release of Security Interest*, Form 1034E, Form 1034ES or Note Cover Sheet. They in turn will forward all applicable forms to the custodian. The warehouse lender executes the Form 996E to relinquish their rights and interests in the mortgage notes sold to Freddie Mac. The Form 996E also verifies the wiring instructions of the warehouse lender or designee. Freddie Mac must receive the fully executed Form 996E before funding will occur.

The Form 1034E, Form 1034ES and Form 996E are available in the selling system by selecting **Create/View Certification Forms** from the left navigation bar. If you are using a warehouse lender, allow enough time to send the forms to your warehouse lender and for the warehouse lender to forward Form 996E to Freddie Mac, and Form 1034E or Form 1034ES along with the mortgage notes to your custodian.

# Certification Process for the Selling System

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## Mortgage Note Certification Process

The following information is a high-level process for the Mortgage Note Certification process. It identifies the data being compared, where to forward required forms and documents and how to troubleshoot Certification Issues.

### **Compare Data**

When your loans are ready to be certified by Freddie Mac's Designated Custodian or your approved custodian, the certification is completed online. Freddie Mac's Designated Custodian or your custodian will:

- Verify the data. The information on each note must match the corresponding information in the selling system or applicable Form 1034E.
- Verify the note. The note must be original and complete. The note must also be originated on a Fannie Mae/Freddie Mac, a Freddie Mac, or a Fannie Mae Uniform Instrument. Access [Security Instruments](#) for a complete list of current Uniform Instruments.
- Verify the chain of endorsements (note).
- Verify the chain of assignments (security instrument).

Once the Custodian has verified the accuracy of the data and that the documents comply with Freddie Mac's requirements, the Custodian will certify the loan in the selling system.

### **Where to Forward Forms and Documents**

If Freddie Mac's Designated Custodian certifies your mortgage notes, they should be sent via overnight delivery to the following address with Form 1034E or Form 1034ES:

Freddie Mac – Document Custodial Operations  
c/o The Bank of New York Mellon Trust Company, N.A.  
2322 French Settlement Road, Suite 100  
Dallas, TX 75212  
(800) 211-2677  
(800) 211-2677

The warehouse lender must forward the fully executed Form 996E to Freddie Mac by fax, email, regular mail or overnight delivery service as follows:

703-918-8003 (Fax)

[Cust\\_Support\\_996@FreddieMac.com](mailto:Cust_Support_996@FreddieMac.com) (e-mail)

The overnight mailing address is:

Freddie Mac  
8250 Jones Branch Dr.  
McLean, VA 22102

# Certification Process for the Selling System

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## **Certification Errors**

A certification error occurs if the information on the note does not match the corresponding information in the selling system or the applicable 1034 form. If there are certification errors, you will be notified via email. When this occurs, you must access the Review Certification Issues functionality to determine the proposed changes. If the status states “Issue Outstanding,” you must accept the proposed change or correct the documentation discrepancies before the loan can be successfully certified and subsequently funded.

## **Create/View Certification Forms**

The selling system allows you to build, edit, view and print the following forms and labels:

<b>Document Name</b>	<b>Description</b>
Form 1034E Custodial Certification Schedule	Build this form when there are less than 1000 loans included on the form.
Form 1034ES Custodial Certification Schedule Summary	Will generate when there are more than 1000 loans included on the form.
The Note Delivery Cover Sheet	This is an optional form and can be used when submitting the Form 1034ES.
Form 996E Warehouse Lender Release of Security Interest	Form 996E is required for mortgages subject to Warehousing Lender financing.
Print Labels	This option allows you to print your Freddie Mac Loan Numbers on Avery Labels #5267 to prevent you from manually writing Freddie Mac loan numbers on each individual note.

You have the option to edit the forms after they have been created. A summary Form 1034ES will generate when there are more than 1000 loans included on the form. You can view the detail when the summary form is generated in PDF format or you may export the loan detail. The selling system allows you to print your Freddie Mac Loan Numbers on Avery Labels #5267 to prevent you from manually writing Freddie Mac loan numbers on each individual note.

Freddie Mac allows you to indicate the Certification Due Date to alert your custodian when your notes should be certified. If your loans are assigned to a cash contract, the certification due date automatically defaults to the settlement date minus 2 business days. If your loans are assigned to a guarantor contract, the certification due date automatically defaults to the final delivery date minus one business day. The selling system does not pre-populate a certification due date for unallocated loans; however, you can assign a certification due date. The certification due date can be assigned or updated on the Create/View Certification Forms: Build screen.

# Certification Process for the Selling System

## Create Certification Forms (1000 loans or less)

Follow the steps below to create and view certification forms.

1. From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.

The screenshot shows the Freddie Mac Selling system interface. The left navigation bar includes sections for Pricing and Contracting, Loans, Settlement, and View Contract Pipeline. The 'Create/View Certification Forms' option is highlighted with a red circle. The main content area is titled 'Selling Create/View Certification Forms: Search'. It contains a form with the following fields and options:

- Form Type Selection:
  - Bill of Sale and Form 1034E -- Delayed Certification (also creates the Custodial Certification Schedule)
  - Form 1034E -- Custodial Certification Schedule
  - Note Delivery Cover Sheet
- Search Criteria:
  - Loan Created Date: From [ ] to [ ] (mm/dd/yyyy)
  - Loans:
    - Allocated Loans
    - Unallocated Loans
  - Investor Contract Identifier: From [ ] to [ ] and/or  All Accepted Contracts
  - Pool #: [ ]
  - Requested Settlement Date: From [ ] to [ ] and/or  Settlement ASAP (mm/dd/yyyy)
  - Seller Loan Identifier: [ ]
  - Freddie Mac Loan Number: [ ]
  - Loan Reference Product Label: [ ]
  - Interest Rate: From [ ]% to [ ]%
  - Warehouse Lender: Seller/Servicer currently has no relationships with any Warehouse Lenders
  - Custodian: [ ]
  - Loan Closing Process:
    - Both
    - eMortgage Loans
    - Paper Loans
- Standard Searches will not include Modified or Converted Loans. To include them, please check the applicable boxes below:
  - Modified Loan
  - Converted Loan
- Buttons: Build Form (circled in red), Approve/View Drafts, Edit Form, View Existing Form, Print Labels, Clear

2. Select the type of form you would like to create or view.
3. Enter your search criteria.
4. Click **Build Form**. The Create/View Certification Forms: Build screen displays.



To view an existing Form 1034E, enter your search criteria and click **View Existing Form**.

# Certification Process for the Selling System

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**Selling**  
Create/View Certification Forms: Build

Choose the loans you would like to appear on the 1034E -- Custodial Certification Schedule Form. Form 1034E can be Built, Viewed or Printed in a particular sort order only when sorting on these columns: Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, or Primary Borrower Name.  Indicates eMortgage

Update Certification Due Dates to:    
(mm/dd/yyyy)

**Sort by clicking on header:**

<input checked="" type="checkbox"/>	<u>Investor Contract Identifier</u>	<u>Pool #</u>	<u>Seller Loan Identifier</u>	<u>Freddie Mac Loan Number</u> ↓	<u>Primary Borrower Name</u>	<u>Requested Settlement Date</u>	<u>Custodian</u>	<u>Certification Due Date</u>	<u>Loan Reference Product Label</u>	<u>Interest Rate</u>
<input checked="" type="checkbox"/>	123654789	A92004	E2ECST11_01	400005447	JONESEY, FRANKIE	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input checked="" type="checkbox"/>	123654789	A92004	E2ECST11_02	400005448	JONESEY, JOHNNY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input type="checkbox"/>	123654789	A92004	E2ECST11_03	400005449	JONESEY, LESLIEY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%
<input type="checkbox"/>	123654789	A92004	E2ECST11_04	400005450	JONESEY, GEOFFRY	03/15/2012	PE_BANK 9999999, FREDDIE CITY, TX	03/07/2012	30-Year Fixed Rate Conventional	5.000%

Select Page     Select All 15 Loans    Total Selected: 2

Displaying: 1 - 15 of 15 Loans    Loans per page: 50

[<< Back to Search](#)

- Select the loan(s) you want to produce the forms for by checking the box. You can select multiple loans from the options at the bottom of the screen.



You can sort using any of the underlined column headings before building the form. The default sort order is by Freddie Mac loan number. When building the form, ensure the loans you select are for the same Custodian.

- Click **Update and Build Form**. The appropriate form displays in a separate browser according to the sort selected.

# Certification Process for the Selling System


1034E -- Custodial Certification Schedule

---

**Custodial Certification Schedule**

Custodian Number: [REDACTED]	Date of Print: 05/31/2016
Custodian: Freddie Mac	Seller Identifier: [REDACTED]
Certification Batch Identifier: [REDACTED]	Seller Name: [REDACTED]
Prepared by: Test,Test	Investor Contract Identifier (s): [REDACTED]

Earliest Certification Due Date: [REDACTED]

**Total Loans (Notes): 1004** **Total Note Amount: \$ 318,017,000.00**

---

FHLMC Ln #:	Note Date:	Street Address:	City Name:	State Code:	Postal Code:
[REDACTED]	11/01/2015	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Seller Ln Id:	Service Id:	Note Rate Percent:	Note Amt:	Sched First Pymt Date:	Init P&I Pymt Amt:
[REDACTED]	**	3.500%	\$ 216,500.00	01/01/2016	\$ 972.18
MERS MIN Id:	Ln Mod Effective Date:	Latest Conv Effective Date:	Instr Contract Id:	PC Pool #:	Ln Maturity Date:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/01/2045
Primary Borrower* [REDACTED]			Secondary Borrower 1* [REDACTED]		

---

\* denotes the format for the Borrower name is last name, first name, middle name  
 \*\* denotes the Seller Identifier is identical to the Servicer Identifier.  
 \*\*\*For ARMs, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the Initial Principal and Interest Payment Amount field

Reminder: As stated in sections 3401.3, 3301.1, and 3302.2 of the Single-Family Seller/Servicer Guide (the Guide), the Seller/Servicer must maintain a legible copy of each Note, together with any related modification or assumption/release of liability instrument, in the Mortgage files.

Please print the name of the person to contact for questions related to delivery of the Mortgages above:

Preparer's Name:	Test,Test	Telephone #:	
------------------	-----------	--------------	--

1034E

7. From the menu, click **File: Print...** to print the Form 1034E.



Attach notes to the Form 1034E in the same order as they appear on the Form 1034E before you forward it to the Custodian or Warehouse Lender, if applicable.

# Certification Process for the Selling System

## Create Certification Forms (Greater than 1000 loans)

Follow the steps below to create and view certification forms.

1. From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.
2. Select the type of form you would like to create or view.
3. Enter your search criteria.
4. Click **Build Form** to create the form. The Create/View Certification Forms: Build Summary screen displays.



You can also click **View Existing Form** to view an existing form. The Create/View Certification Forms: View screen displays.

5. Select the contract(s) or loans you want to produce the forms for by checking the box. You can select multiple contracts from the options at the bottom of the screen.



You can sort using any of the underlined column headings before building the form. The default sort order is by Freddie Mac loan number.

You cannot combine unallocated and allocated loans on one Form 1034E or Form 1034ES.

## Certification Process for the Selling System

- Click **Update and Build Form** or **Build Form**. A message displays that indicates your form is being created. The Form 1034ES displays according to the sort selected.
- To view loan detail in PDF format, click **PDF 1034E Loan Details** or to export the loan details, click **Export 1034E Loan Details**. The View Export Results screen displays.

Use the table below to check the progress and access your completed Export Files. To download an export file, click on the appropriate "File Name" link below. Each completed export file listed below will automatically display for 7 calendar days from date created.

File Name	Request Date/Time	Total No. Records	Export Source	Status
1034	2005-07-21 11:17:28	1288	1034E PDF	Error
<a href="#">1034</a>	2005-07-21 11:16:56	1288	1034E CSV	Completed
1034	2005-07-21 11:16:05	1288	1034E PDF	Error

Note: If the file creation status results in an error, please recreate your file export.

[< Back to Export Data](#)

- Click **Refresh Export File Status** to update the export status.
- Click the filename link to view and/or save the file. The file will also be available by selecting **View Export Results** from the left navigation bar.

### ***Print Freddie Mac Loan Number Labels***

Follow the steps below to print Freddie Mac loan numbers on labels:

- From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.

# Certification Process for the Selling System

2. Enter your search criteria.
3. Click **Print Labels**. The Create/View Certification Forms: Print Labels screen displays.



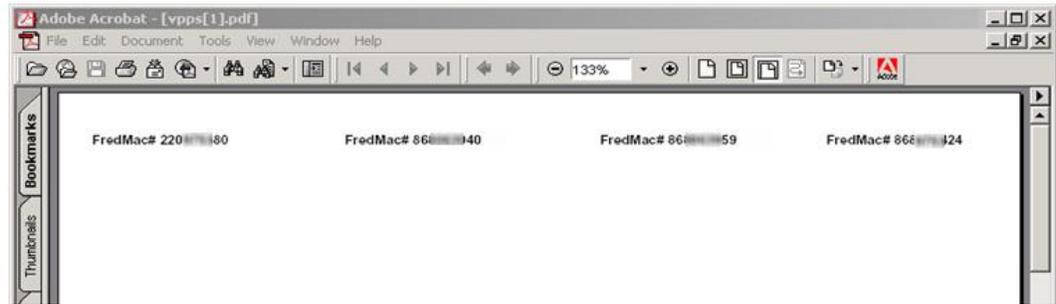
You must build the 1034E *before* you can print labels.

<input type="checkbox"/>	Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Requested Settlement Date	Custodian
<input checked="" type="checkbox"/>	123654789		UATHAPPYMINI30CONF1	400006585	MAC, AMITA	ASAP	PE_BANK 9999999, FREDDIE CITY, TX

4. Select the loan(s) you want to print labels for by checking the box. You can select multiple loans from the options at the bottom of the screen.

# Certification Process for the Selling System

- Click **Print Labels**. The Freddie Mac Loan Number labels display in Adobe Acrobat.



- From the menu, click **File: Print...** to print the loan number labels.



Make sure that you have inserted your Avery #5267 labels in the printer before selecting print.

## Edit Certification Forms

The selling system allows you to remove loans from certification forms using the Create/View Certification Forms function. Follow the steps below to remove loans from certification forms.

- From the left navigation bar select **Create/View Certification Forms**. The Create/View Certification Forms: Search screen displays.
- Select the type of form you would like to edit.
- Enter your search criteria.
- Click **Edit Form**. The Create/View Certification Forms: Edit screen displays.

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**Selling**  
Create/View Certification Forms: Edit

Choose the loans you would like to remove from your 1034E -- Custodial Certification Schedule Form. Form 1034E can be Built, Viewed or Printed in a particular sort order only when sorting on these columns: Investor Contract Identifier, Pool #, Seller Loan Identifier, Freddie Mac Loan Number, or Primary Borrower Name.

Update Certification Due Dates to:    
(mm/dd/yyyy)

Sort by clicking on header:

<a href="#">Certification Batch Identifier</a>	<a href="#">Investor Contract Identifier</a>	<a href="#">Pool #</a>	<a href="#">Seller Loan Identifier</a>	<a href="#">Freddie Mac Loan Number</a>	<a href="#">Primary Borrower Name</a>	<a href="#">Requested Settlement Date</a>	<a href="#">Custodian</a>	<a href="#">Certification Due Date</a>	<a href="#">Loan Reference Product Label</a>	<a href="#">Interest Rate</a>
<input checked="" type="checkbox"/>	1743876	123654789	56321	513826658	FARRELL, JEFF	ASAP	PE_BANK 1000518, FREDDIE CITY, FL	01/09/2012	30-Year Fixed Rate Conventional	4.000%
<input type="checkbox"/>	1743876	123654789	ZZZ-TRAINING-CTE	513826659	CTE-TRAINING-TESTCASE1, WILLIAM	ASAP	PE_BANK 1000518, FREDDIE CITY, FL	01/09/2012	30-Year Fixed Rate Conventional	4.500%

Select Page     Select All 2 Loans    Total Selected: 1

Displaying: 1 - 2 of 2 Loans    Loans per page: 50

[<< Back to Search](#)

## Certification Process for the Selling System

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5. Select the loan(s) you want to remove by checking the box. You can select multiple loans from the options at the bottom of the screen.
6. Click **Remove Loans**. The Manage Settlement Forms: Edit Confirmation screen displays.

Certification Batch Identifier	Investor Contract Identifier	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Requested Settlement Date	Custodian
<a href="#">1743876</a>	123654789	XXXXXXX	513826658	FARRELL, JEFF	ASAP	PE_BANK 1000518, FREDDIE CITY, FL

7. Click the **Certification Batch Identifier** link. The updated form opens in a separate window for you to view and/or print.

### Review Certification Issues

The Custodian reviewing your mortgage notes may indicate proposed data changes or documentation discrepancies. You must access the Review Certification Issues function to accept or reject the custodian's proposed data changes. If you reject, the certification discrepancy must be resolved before the loan will fund. You must contact the custodian to resolve rejected data or documentation discrepancies. Remember to re-evaluate your loans once you clear certification issues. The procedure below will show you how to review and accept or reject certification issues.

The selling system also allows you to deallocate loans from a contract, deallocate loans from a contract and remove them from the Form 1034E, and evaluate loans with certification issues or substitute a loan by adding it to the contract. This flexibility increases efficiency by combining functions that are executed using separate steps.

1. From the left navigation bar select **Review Certification Issues**. The Settlement: Review Certification Issues screen displays with loans that have proposed data and/or documentation changes.

# Certification Process for the Selling System

Select the loans you would like to Review or Deallocate.

Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Custodian Note Received Date	Certification Due Date	Type of Issue	Certification Exception Status
<input type="checkbox"/>	123654789	TST_C2_007_04	664889522	P-LNAME, P-FNAME	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	TST_C2_007_05	664889514	P-LNAME, P-FNAME	2/13/2012	2/18/2012	Data	None
<input checked="" type="checkbox"/>	123654789	T3-E30FXCNSTPRM	664889565	BROWN, BILL	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	T-E30FXCNSTPRM	664889476	BROWN, BILL	2/13/2012	2/11/2012	Data	None
<input type="checkbox"/>	123654789	UATEXARMPIPLN	664856225	P-LNAME, P-FNAME	1/26/2012	3/12/2012	Data	None
<input type="checkbox"/>	123654789	30YR-TEST22	664856365	TE TEST LNAME, P-FNAME	1/26/2012	4/25/2012	Data	None
<input type="checkbox"/>	Unallocated	UAT_ARM_TSTMOD	664857302	SMITH, JOHN	12/7/2011	12/7/2011	Documentation/Data	None

\*\*This printable report will identify the data and/or documentation issues for the loans that you selected.  
 Note: Some or all of the loans you selected are issues you identified over 120 days ago and cannot be viewed.

2. Select the loan(s) you want to review data and/or documentation issues for by checking the box next to desired loan(s). Or, click **Select All** to select all loans on the current screen.



You have the option to deallocate loans from the contract and remove them from Form 1034E if there are certification issues to resolve. Click the appropriate option to execute either of these actions.

3. Click **Review Issues** to view your data and/or documentation issues. The Settlement: Validate Certification Issues screen displays.

Review the loan and determine whether the note loan data is correct or not. Documentation issues do not require an electronic response. For Adjustable Rate loans, the Current Interest Rate Percent will be displayed in the Note Rate Percent field, and Current Principal And Interest Payment Amount will be displayed in the Initial Principal And Interest Payment Amount field

**Loan 1 of 2**

**Seller Identifier/Name:** 123456      **Freddie Mac Loan Number:** 664889522  
**Servicer Identifier:** 123456      **MERS MIN Identifier:**  
**Investor Contract Identifier/Pool #:** 40002345/      **Certification Batch Identifier:** 1916953  
**Seller Loan Identifier:** TST\_C2\_007\_04      **Loan Reference Product Label:** 30-Year Fixed Rate Conventional

Loan Data Field	Current Loan Data	Proposed Change	Accept or Reject	Certification Exceptions
City Name	McLean	Ashburn	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	None

Document Issue **\*\*Note: This is informational only. Please resolve this issue with your Document Custodian.**

# Certification Process for the Selling System

- Review the proposed data changes and select **Accept** or **Reject**.



If you reject a proposed data change, contact your custodian to resolve the issue.

- Click **Submit Changes** to go to the next loan or click **Skip to next loan >>** if you are not ready to accept or reject changes to the current loan. After your final loan has displayed and responses are submitted, the Settlement Certification Status Summary screen displays showing the certification status of your loans.

	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Investor Contract Identifier	Pool #	Certified Status Type	Custodian Note Received Date	Certification Due Date
<input checked="" type="checkbox"/>	TST_C2_007_04	664889522	P-LNAME, P-FNAME	123654789		Certified	2/13/2012	3/14/2012
<input type="checkbox"/>	T3-E30FXCNSTPRM	664889565	BROWN, BILL	123654789		Issue Outstanding	2/13/2012	3/14/2012

Select Page     Select All 2 Loans    Total Selected: 0

Displaying: 1 - 2 of 2 Loans    Loans per page: 25

**Evaluate**

- If you want to evaluate the loans, select the loan(s) you want to evaluate by checking the box next to desired loan(s). Or, click **Select Page** to select all loans on the current page.



Freddie Mac recommends that you evaluate the loan(s) immediately after accepting proposed data changes.

- Click **Evaluate**. The system will evaluate your loans. If you picked more than one loan, the first loan that has evaluation messages displays.
- Review the critical and/or warning messages and make your corrections to the loan data.
- Click **Save and Evaluate** to edit the loan. Once you have successfully cleared all edits on this loan, a confirmation message displays.
- Click **Next Loan (No Save)** if you have additional loans that need corrections, but you are not making any modifications to the current loan.
- Click **Finished** to indicate that you are finished evaluating your loans. The Summary of Evaluated Loans screen displays showing the Evaluation and Certification status.

# Certification Process for the Selling System



If you want to add a loan due to substitution, you must build a Form 1034E. Follow the instructions in this chapter on Create/View Certification Forms. The Form 1034E will build and display only the newly added loans.

## Review Certification Issues Report

The following procedure will show you how to print your certification issues report.

1. From the left navigation bar select **Review Certification Issues**. The Settlement: Review Certification Issues screen displays.

Investor Contract Identifier	Pool #	Seller Loan Identifier	Freddie Mac Loan Number	Primary Borrower Name	Custodian Note Received Date	Certification Due Date	Type of Issue	Certification Exception Status
<input type="checkbox"/>	123654789	TST_C2_007_04	664889522	P-LNAME, P-FNAME	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	TST_C2_007_05	664889514	P-LNAME, P-FNAME	2/13/2012	2/18/2012	Data	None
<input type="checkbox"/>	123654789	T3-E30FXCNSTPRM	664889565	BROWN, BILL	2/13/2012	3/14/2012	Data	None
<input type="checkbox"/>	123654789	T-E30FXCNSTPRM	664889476	BROWN, BILL	2/13/2012	2/11/2012	Data	None
<input type="checkbox"/>	123654789	UATEXARMPIPLN	664856225	P-LNAME, P-FNAME	1/26/2012	3/12/2012	Data	None
<input type="checkbox"/>	123654789	30YR-TEST22	664856365	TE TEST LNAME, P-FNAME	1/26/2012	4/25/2012	Data	None
<input type="checkbox"/>	Unallocated	UAT_ARM_TSTM0D	664857302	SMITH, JOHN	12/7/2011	12/7/2011	Documentation/Data	None

2. Select the loans you want to view or print the report. Click **Select All** to select all loans displayed.
3. Click **Run Issue Report\*\***. The Certification Issues Report displays in a separate window showing the Loan Data Field proposed changes and/or the Document Issues.

Investor Contract Identifier/Pool #: [redacted] Seller Loan Identifier: [redacted] Certification Batch Identifier: 1916954 Loan Reference Label: 30-Year Fixed Rate Conventional

Loan Data Field	Original Data	Proposed Change
Street Address	777 Main St	709 Main St

## Certification Process for the Selling System

---

4. Click **Print This Page** to print a copy of the report.
5. Click **Close Window** to close the report.

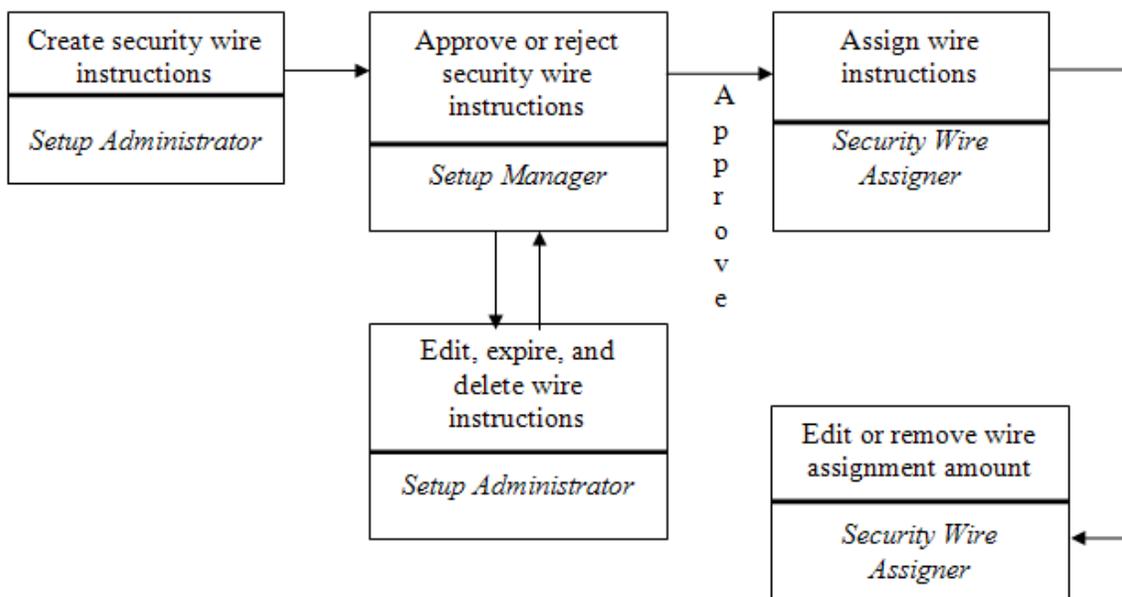
# Security Wire Instructions

## Security Wire Instructions Overview

Sellers are required to Setup, Save, Approve and manage Security Wire Instructions in the Selling System. In addition, you are responsible for the accuracy of information you provide in the selling system including, but not limited to, the Security Wire Instructions. These instructions indicate where to send the security associated with all of the mortgages in a Guarantor or MultiLender contract. As part of the delivery process, you are required to assign Security Wire Instructions for each contract.

When creating and saving Security Wire Instructions, multiple user roles are required to perform distinct functionalities in order to provide different levels of control: *Setup Administrator*, *Setup Manager*, and *Security Wire Assigner*. The *Setup Administrator* must set up the security wire instructions and the *Setup Manager* must approve them (the employee assigned as the *Setup Manager* must also be designated as a person authorized to provide Freddie Mac with instructions (or modify instructions) to transfer funds or securities on your behalf on your Certificate of Incumbency). Freddie Mac requires that you designate different employees for each of these user roles to ensure security and risk controls.

**Security Wire Instructions Process Flow**



The Setup Administrator user role has the ability to create and add a security wire to the selling system. You must set up at least one set of wire instructions. The Setup Administrator may perform the following operations:

# Security Wire Instructions

- Create a new security wire instruction
- Modify the effective and expiration date of an already existing security wire instruction
- Delete a security wire instruction

If any data needs to be modified once the instructions are set up—other than the effective and expiration date—the Setup Administrator must expire the instructions and create a new set of instructions.

Once the Setup Administrator has created the security wire instructions, the Setup Manager must approve the security wire instructions. The Security Wire Assigner can only assign approved wire instructions. The Security Wire Assigner can perform the following operations:

- Select one or many wire instructions for the contract
- Assign each wire instruction a specific dollar amount or set to increase or decrease as the security amount on the contract increases

Wire instructions must be assigned by 8:00 pm Eastern Time on the Final Delivery Date in order for the contract to move into a Ready to Fund state. However, changes may be completed up until 8:00 pm Eastern Time on the last business day before the Settlement Date. If wire instructions or Form 996E need to change on the funding date, contact Customer Support (800)-FREDDIE.

The Wire Ready status of a contract is available for viewing in the Contract Pipeline or from the Contract Details screen. A Yes or No will follow the Wire Ready status. An example of the Wire Ready status on the Contract Pipeline is boxed in red below:

The screenshot shows the 'Selling' interface for 'View Freddie Mac Pipeline'. It includes filter options for 'Cash' and 'Guarantor and Multilender'. The 'Contract Results' table is as follows:

Investor Contract Identifier	Pool #	MC Type	Contract Name	Contract Status	Security Product	Security Coupon	Security Amount	Allocated Loan UPB	Final Delivery Date	Settlement Date	Edits Cleared	Certification Status	Pool Valid	Approval Status	Wire Ready	996E Complete	Awaiting Warehouse Lender Assignment	Loans Priced
123654789	Q26974	Flow	TBA	Settlement Locked	30-Year Gold PC	4.00%	\$25,498,035.00	\$25,498,035.31	06/19/2014	06/26/2014	Y	Certified	Y	Not Applicable	Y	N/A	N	Y

Displaying: 1-1 of 1 Contract. Contracts Per Page: 25

# Security Wire Instructions

An example of the Wire Ready status on the Contract Details screen is shown below:

**Selling Contract Details**

Organization: JPMorgan Chase Bank, N.A. (255111924, 220027, 420009)  
 Seller/Service: 111924  
 Branch: 91204

---

**Investor Contract Identifier:** 32576599      **Pool #:** Q26974      [Printer Friendly View](#)

**Contract Options**  
[View/Assign Wire Instructions](#)  
[Modify Contract](#)  
[Edit Approval Status](#)  
[Refresh Contract Details](#)

**Summary of Contract Terms**

Contract Name:	TBA	Allocated Loan UPB:	\$25,498,035.31
CUSIP Number:	3132M7MX3	Security Amount:	\$25,498,035.00
Master Commitment:	M13061766	Settlement Date:	06/26/2014
		MC Type:	Flow
Approval Status Summary:	<a href="#">Not Applicable</a>	Loan Amortization Period Count:	179 - 362 months
Execution Option:	Guarantor	Loan Maturity Period Count:	181 - 360 months
Security Product:	30-Year Gold PC	Note Rate Percent Range:	4.250% - 6.500%
Security Coupon:	4.000%	Note Rate Percent Type:	Fixed
Prepayment Penalty Indicator:	false	LTV Ratio Percent Range:	0% - <= 105%

**Funding Status**

Final Delivery Date:	6/19/2014 8PM EDT
Pool Valid:	Yes
Wire Ready:	Yes
Contract Status:	Settlement Locked
Accepted Date:	6/10/2014 16:10:50

**Servicing Terms**

Servicing Option:	Retained
Servicer#:	111924
Remittance Option:	Gold
Super ARC Due Day:	N/A
Prepayment Remittance Due Days:	5 days

**Pricing**

Required Spread Gfee:	36.000 bps
BUBD Program :	Loan Level <a href="#">View BU/BD Terms</a>
Gfee Add-on Program :	Contract Level <a href="#">View Gfee Terms</a>
Minimum Required Servicing Spread:	0.250%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
82	0	0	0	0	0	0

# Security Wire Instructions

## Security Wire Instructions Data Field Descriptions

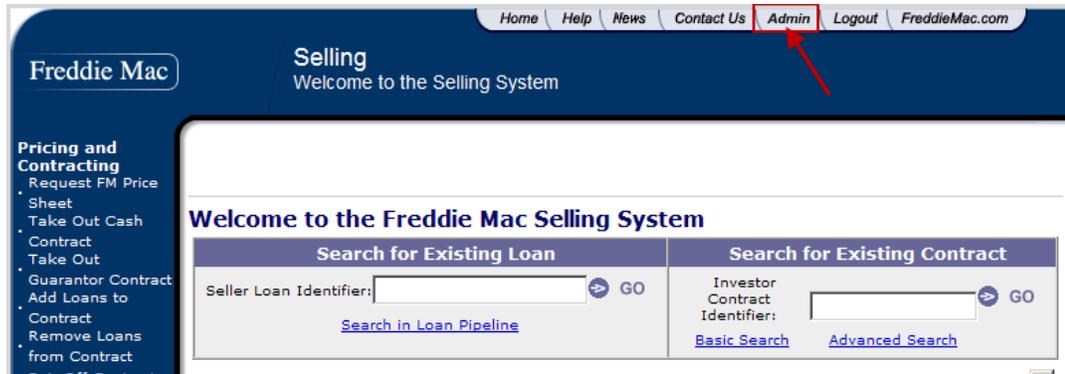
Use the table to determine what information is required for the selling system to create wire instructions.

Wire Instruction Data Field Descriptions	
Selling System Data Field Name	Selling System Data Field Description
Security Wire Instructions Name	Identifier assigned by Seller/Servicer. This field is required. Tip: The name in this field is for the Seller/Servicer's internal use to help identify the security wire instructions. This name should be unique and not used more than once.
ABA Routing Number	9-digit American Banking Association (ABA) Routing Number. Must be eligible for Book-Entry Securities. This is a required field. For more information, visit: <a href="http://www.fededirectory.frb.org/search.cfm">http://www.fededirectory.frb.org/search.cfm</a>
Abbreviated Bank Name	This information is auto-populated. This is the receiving bank's Telegraphic Abbreviation (Bank Short Name) associated with the ABA routing number.
Third Party/FRB Sub-Account Name	This is the receiving bank's Federal Reserve Bank book-entry account commonly referred to as Third Party account. Only enter the Third Party/Sub-Account name which is generally the Account Type (CUST, TRUST, INV, 1010, 1020, etc.) or a Dealer Abbreviation (BEARSMBS, MSMPI, GSMBS). This is a required field. <b>Caution:</b> Do not use punctuation or special characters. Examples include /, \, (, ), *, @, %. Enter Beneficiary Name, Account Number, Contact Name, and any other data in the <b>Further Instructions</b> data field.
Effective Date	Date the wire instructions are created. The current date should be entered.
Expiration Date	This is the date the wire instructions expire. Defaults to Indefinite. Only enter a date if you need to assign an expiration date to the instructions in order to delete it.
Further Instructions	You may enter information that would follow the Third Party/FRB Sub-Account Name. This may include: <ul style="list-style-type: none"> <li>▪ Beneficiary Name</li> <li>▪ Beneficiary Account Number</li> <li>▪ Contact Name</li> </ul> <b>Caution:</b> Allow text wrap. Do not use the carriage return (Enter key) and do not enter punctuation. Use only spaces to separate entries.

# Security Wire Instructions

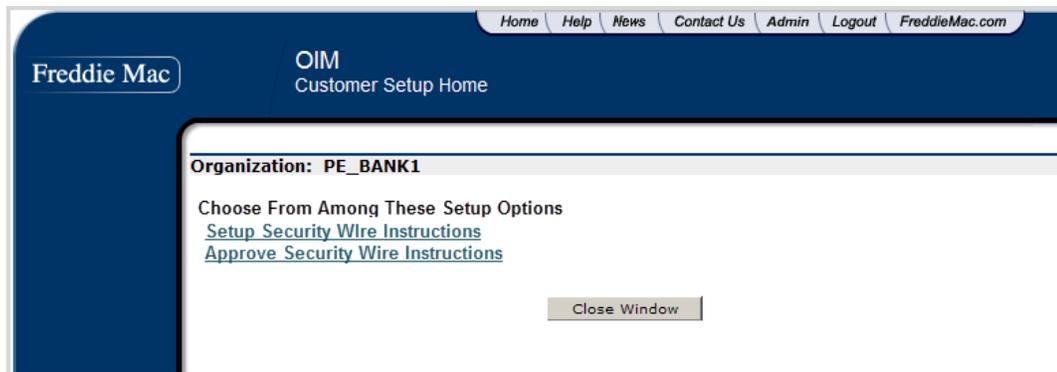
## Setup Wire Instructions

Only the user role **Setup Administrator** has access to this functionality. To set up wire instructions click the **Admin** button at the top of the screen.



Follow the instructions below to set up wire instructions in the selling system.

1. From the Welcome to the Selling System screen, click the **Admin** button in the top menu bar. The Customer Setup Home screen appears.



2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.

# Security Wire Instructions

Freddie Mac Customer Setup  
Setup Security Wire Instructions

Organization: Rick Hall PE Bank 7

Create or review security wire instructions below

[<< Customer Setup Home](#)

**Security Wire Instructions for Rick Hall PE Bank 7**

	Security Wire Instructions Name	Abbreviated Bank Name	Sub Account Name	Status	Expiration	Further Instructions
<input type="radio"/>	SWTI Test 5		SWTI Test 5	Active	5/21/2004	
<input type="radio"/>	SWTI1		SWTI1	Abanumber is invalid	Indefinite	
<input type="radio"/>	SWTI2		SWTI2	Active	8/5/2004	
<input type="radio"/>	SWTI3		SWTI3	Onhold	Indefinite	
<input type="radio"/>	SWTI4		SWTI4	Active	12/22/2011	
<input type="radio"/>	SWTI5		SWTI5	Active	Indefinite	
<input type="radio"/>	SWTI Test		Acct Name	Active	Indefinite	
<input type="radio"/>	SWTI Test 2		SWTI Test 2	Active	7/12/2006	aaaaaaaaaaaaaaaaaaaaaaaa
<input type="radio"/>	SWTI Test3		SWTI Test3	Active	Indefinite	
<input type="radio"/>	SWTI New 4		SWTI New 4	Active	Indefinite	eeeeeeeeeeeeeeeeeeeeeeee

Buttons: Create New, View, Edit, Delete

3. Click **Create New**. The Edit Security Wire Instructions screen displays

# Security Wire Instructions

Freddie Mac Selling Edit Security Wire Instructions

Home Help News Contact Us Admin Logout FreddieMac.com

Organization: Customer Training

\* Denotes a required field

**Security Wire Instructions : Customer Training**

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.

 **Important:** Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

Security Wire Instructions Name: \*   
(Example: ABCSecurityWire1) **Tip:** The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

ABA Routing Number: \*   
(Example: 987233AA1) **Note:** 9-Digit ABA/Routing Number.

Abbreviated Bank Name:  **Note:** This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

Third Party/FRB Sub-Account Name: \*   
(Example: CUST or TRUST or 1010 or GCB, etc.) **Tip:** Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (, ), \*, @, %).

Status:

Effective Date: \*    
(mm/dd/yyyy)

Expiration Date: \*   or  Indefinite  
(mm/dd/yyyy)

Further Instructions:   
(Example: ABCINC Contact JohnSmith) **Note:** You may enter information that would follow the Third Party/FRB Sub-Account Name. For example: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

Save Cancel

- Complete the following required fields: Security Wire Instructions Name, ABA Routing number, and Third Party/FRB Sub-Account Name.



Caution: Do not use punctuation or special characters for the Third Party/FRB Sub Account Name. Examples include /, \, (, ), \*, @, %.

# Security Wire Instructions

Freddie Mac Selling Edit Security Wire Instructions

Organization: Customer Training

\* Denotes a required field

Security Wire Instructions : Customer Training

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.

**Important:** Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

Security Wire Instructions Name: \*  (Example: ABCSecurityWire1) **Tip:** The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

ABA Routing Number: \*  (Example: 987233AA1) **Note:** 9-Digit ABA/Routing Number.

Abbreviated Bank Name:  **Note:** This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

Third Party/FRB Sub-Account Name: \*  (Example: CUST or TRUST or 1010 or GCB, etc.) **Tip:** Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (, ), \*, @, %).

5. Complete additional data fields as necessary.
6. Click **Save**. The View Security Wire Instructions screen displays the set of wire instructions you created.

Freddie Mac Selling View Security Wire Instructions

Organization: Customer Training

[<< Back to Setup Security Wire Instructions](#)

**Security Wire Instructions for Customer Training**

<input type="button" value="Edit"/>	Security Wire Instructions Name: ABCSecurityWire1
<input type="button" value="Delete"/>	ABA #: XXXXXXXXX
	Abbreviated Bank Name: FICO WASH
	Sub Account Name: CUST
	Status: Entered
	Effective Date: 3/22/2005
	Expiration Date: Indefinite
	Further Instructions:

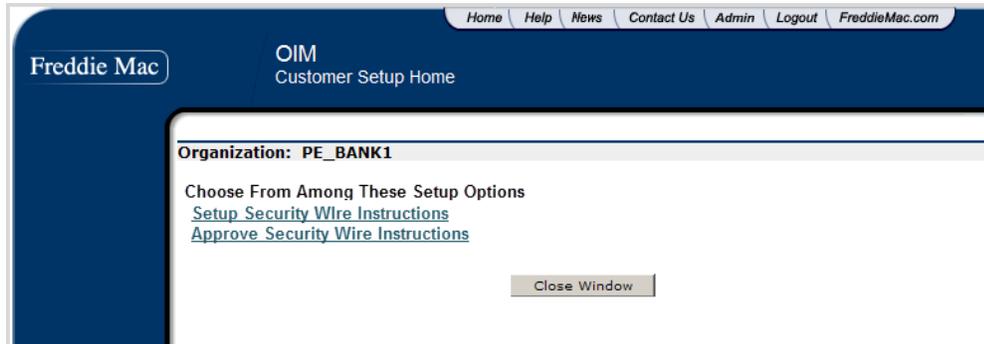
7. Click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to Selling screen or click **<<Back to Setup Security Wire Instructions** to add another wire instruction.

# Security Wire Instructions

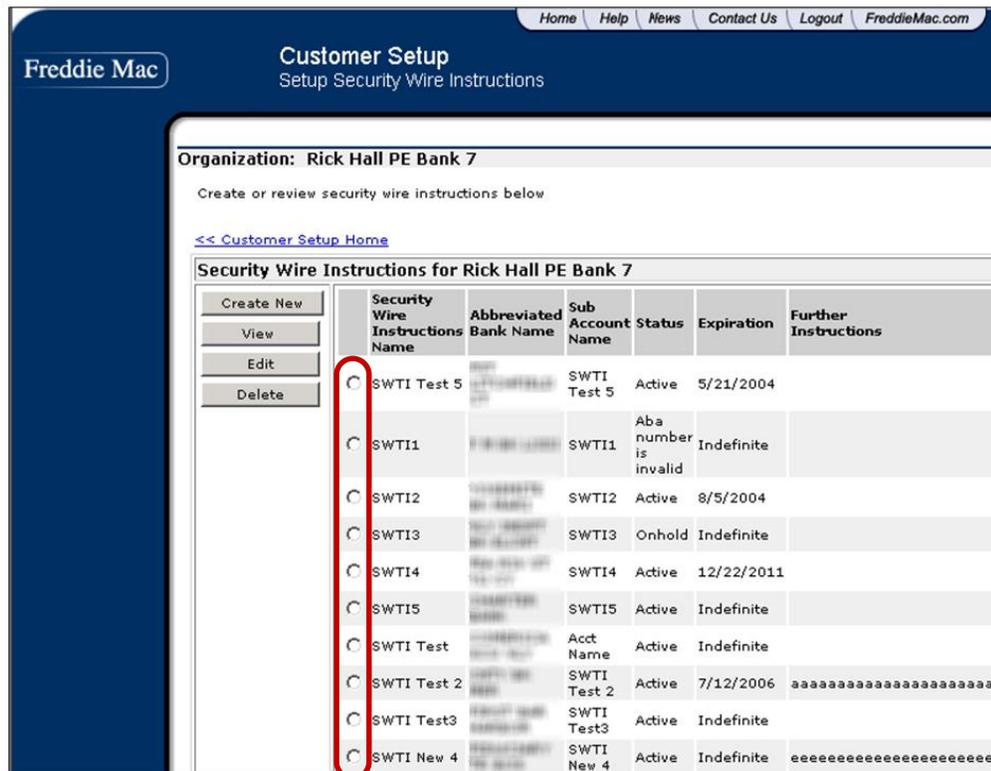
## Edit Security Wire Instructions Before Approval

The Setup Administrator can edit the security wire instructions. Follow the procedure below to edit security wire instructions before approval.

1. From the Welcome to Selling System screen, click the **Admin** button. The Customer Setup Home screen displays.
2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.



3. Click the instructions you want to edit by selecting the radio button next to it.



4. Click **Edit**. The Edit Security Wire Instructions screen displays.

# Security Wire Instructions

Freddie Mac Selling Edit Security Wire Instructions

Home Help News Contact Us Admin Logout FreddieMac.com

Organization: Customer Training

\* Denotes a required field

Security Wire Instructions : Customer Training

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.

 **Important:** Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

Security Wire Instructions Name: \*   
(Example: ABCSecurityWire1) **Tip:** The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

ABA Routing Number: \*   
(Example: 987233AA1) **Note:** 9-Digit ABA/Routing Number.

Abbreviated Bank Name: FICO WASH **Note:** This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

Third Party/FRB Sub-Account Name: \*   
(Example: CUST or TRUST or 1010 or GCB, etc.) **Tip:** Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (, ), \*, @, %).

Status: Entered

Effective Date: \*   
(mm/dd/yyyy) **Tip:** Enter an Expiration Date to inactivate current Security Wire Instructions and create new instructions if necessary.

Expiration Date: \*    
(mm/dd/yyyy) or  Indefinite

Further Instructions:   
John Smith 777-7777-  
(Example: ABCINC Contact JohnSmith) **Note:** You may enter information that would follow the Third Party/FRB Sub-Account Name. For example: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

5. Make necessary modifications. You can only make changes to the following fields:

- Security Wire Instructions Name
- Third Party/FRB Sub-Account Name
- Effective Date
- Expiration Date
- Further Instructions

# Security Wire Instructions



If you need to make changes to any of the required data fields such as the ABA routing number, you must expire the wire instructions first, and then create a new set of instructions.

6. Click **Save**. The View Security Wire Instructions screen displays.

7. Click on the **X** in the upper right hand corner of this screen to close the window and return to the Welcome to Selling System screen or click **<<Back to Setup Security Wire Instructions** to add another wire instruction.

## Security Wire Instructions Approval

The Setup Manager must approve security wire instructions before they can be assigned to a security. Follow the procedure below to approve security wire instructions.

1. On the top menu bar click **Admin**. The Customer Setup Home screen displays.

2. Click **Approve Security Wire Instructions**. The Security Wire Instructions Pending Approval screen displays.

# Security Wire Instructions

The screenshot shows the Freddie Mac Selling interface for Security Wire Instructions Pending Approval. The organization is Customer Training. A table lists one security wire instruction with the name 'Bear'. The table has columns for Security Wire Instructions Name, Abbreviated Bank Name, Sub Account Name, Status, Expiration, and Further Instructions. Below the table are links for '<< Customer Setup Home' and 'View all wire instructions'. At the bottom, there is a 'Build Information' link and a disclaimer.

Security Wire Instructions Name	Abbreviated Bank Name	Sub Account Name	Status	Expiration	Further Instructions
<a href="#">Bear</a>	JPMCHASE	CUST	Entered	Indefinite	BeneficiaryNameAccountNu

3. Click on the Security Wire Instructions Name you want to approve. The View Security Wire Instructions screen displays.

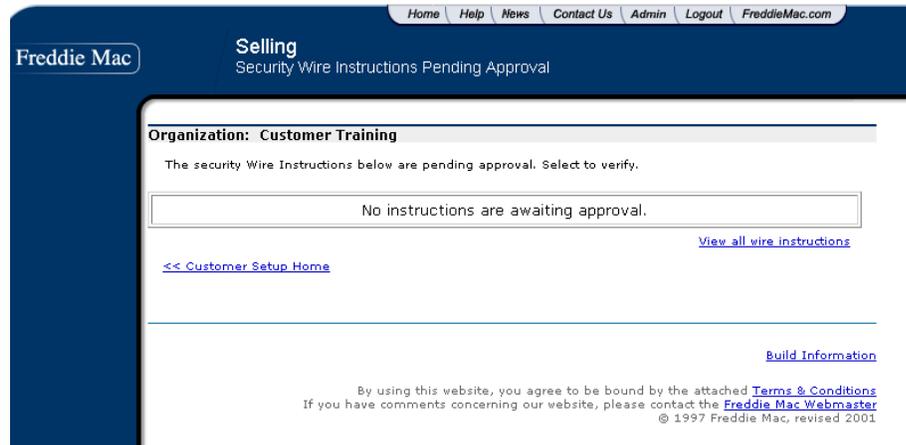
The screenshot shows the Freddie Mac Selling interface for View Security Wire Instructions. The organization is Customer Training. It displays the details for the security wire instruction named 'Bear'. The details include ABA #, Abbreviated Bank Name, Sub Account Name, Status, Effective Date, Expiration Date, and Further Instructions. At the bottom, there are buttons for '<< back', 'Not Approved, with Comments', and 'Approve Wire Instruction'. There is also a 'Build Information' link and a disclaimer.

**Security Wire Instructions : Bear**

Security Wire Instructions Name: Bear  
ABA #: XXXXXXXX  
Abbreviated Bank Name: JPMCHASE  
Sub Account Name: CUST  
Status: Entered  
Effective Date: 1/6/2005  
Expiration Date: Indefinite  
Further Instructions: BeneficiaryNameAccountNumberContactName

4. To approve the security wire instructions click **Approve Wire Instructions**. The Security Wire Instructions Pending Approval screen re-displays with any remaining wire instructions to approve.

# Security Wire Instructions

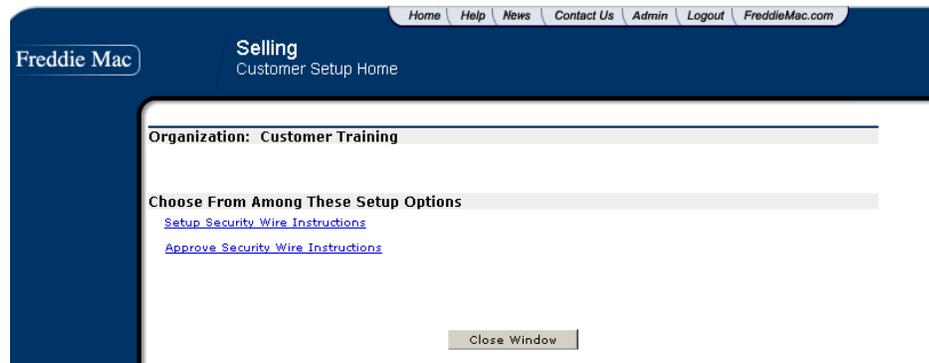


5. If there are no more wire instructions to approve, click **<<Customer Setup Home** to return to the Customer Setup Home screen or click **X** in the upper right hand corner of the window to return to the Welcome to Selling screen.

## Edit Security Wire Instructions After Approval

The Setup Administration can edit the security wire instructions after approval. Follow the procedure below to edit security wire instructions after approval.

1. From the Welcome to Selling System screen click the **Admin** button. The Customer Setup Home screen displays.



2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.

# Security Wire Instructions

Freddie Mac Selling Setup Security Wire Instructions

Organization: Customer Training

Create or review security wire instructions below

[<< Customer Setup Home](#)

Security Wire Instructions for Customer Training

	Security Wire Instructions Name	Abbreviated Bank Name	Sub Account Name	Status	Expiration	Further Instructions
<input type="radio"/>	abc bank	FICO WASH	michael1	Active	Indefinite	this is a test. mw
<input type="radio"/>	whasup	FICO WASH	anotherstest	expired	6/2/2004	try to delete this for t
<input checked="" type="radio"/>	test2bank	REFCORP	jkws	Active	Indefinite	
<input type="radio"/>	Sylvia	FICO WASH	Cust	Active	Indefinite	
<input type="radio"/>	Elizabeth	FICO WASH	Cust	expired	6/18/2004	
<input type="radio"/>	Sophie Test	FICO WASH	Training Example	Active	Indefinite	
<input type="radio"/>	Bear	JPMCHASE	CUST	Active	Indefinite	BeneficiaryNameAccountNu
<input type="radio"/>	Sylvia Test	BK OF NYC	salmbs	Active	Indefinite	
<input type="radio"/>	ABCSecurityWire1	FICO WASH	CUST	Entered	Indefinite	

3. Click the set of wire instructions you want to edit by selecting the radio button next to it.
4. Click **Edit**. The Edit Security Wire Instructions screen displays.

# Security Wire Instructions

Freddie Mac Selling Edit Security Wire Instructions

Home Help News Contact Us Admin Logout FreddieMac.com

Organization: Customer Training

\* Denotes a required field

Security Wire Instructions : Customer Training

Security Wire Instructions are used to determine where to send the security that is associated with all of the loans on a contract. Complete the required fields and click Save when finished.

 **Important:** Once these Security Wire Instructions have been approved you can only modify the dates. You can find more instructions in the Help Menu.

Security Wire Instructions Name: \*   
(Example: ABCSecurityWire1) **Tip:** The name in this field is for Seller/Service internal use to help identify the security wire instructions. You may not use the same name more than once for security wire instructions.

ABA Routing Number: \*   
(Example: 987233AA1) **Note:** 9-Digit ABA/Routing Number.

Abbreviated Bank Name: REFCORP **Note:** This is the receiving bank's Telegraphic Abbreviation (commonly referred as Bank Short Name) associated with the ABA.

Third Party/FRB Sub-Account Name: \*   
(Example: CUST or TRUST or 1010 or GCB, etc.) **Tip:** Only enter the Third Party/FRB Sub-Account name which is usually either the account type or dealer abbreviation. **Do not include any punctuation or special characters** (examples include: /, \, (, ), \*, @, %).

Status: Active

Effective Date: \*   
(mm/dd/yyyy) **Tip:** Enter an Expiration Date to inactivate current Security Wire Instructions and create new instructions if necessary.

Expiration Date: \*  or  Indefinite  
(mm/dd/yyyy)

Further Instructions:   
(Example: ABCINC Contact JohnSmith) **Note:** You may enter information that would follow the Third Party/FRB Sub-Account Name. For example: Beneficiary name, Beneficiary Account Number or Contact Name. **Do not enter any punctuation. Use only extra spaces to separate entries.**

5. Make necessary modifications. You can only make changes to the following fields:

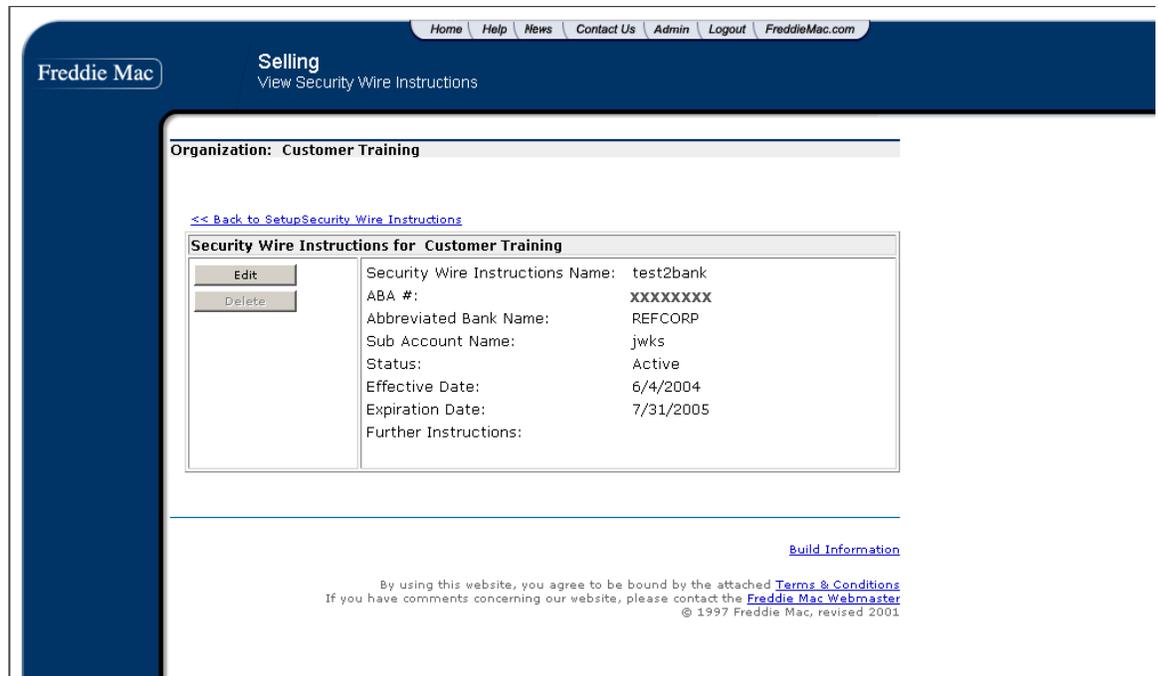
- Effective Date
- Expiration Date



If you need to make changes to any of the required data fields such as the ABA routing number, you must expire the wire instructions first, and then create a new set of instructions.

6. Click **Save**. The View Security Wire Instructions screen displays.

# Security Wire Instructions

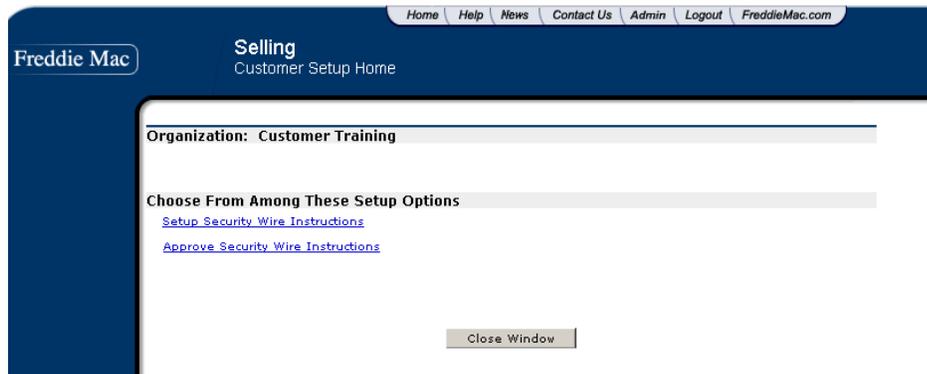


7. Click **X** in the upper right hand corner of this screen to close the window and return to the Welcome to Selling System screen or click **<<Back to Setup Security Wire Instructions** to add a wire instruction.

## Expire Security Wire Instructions

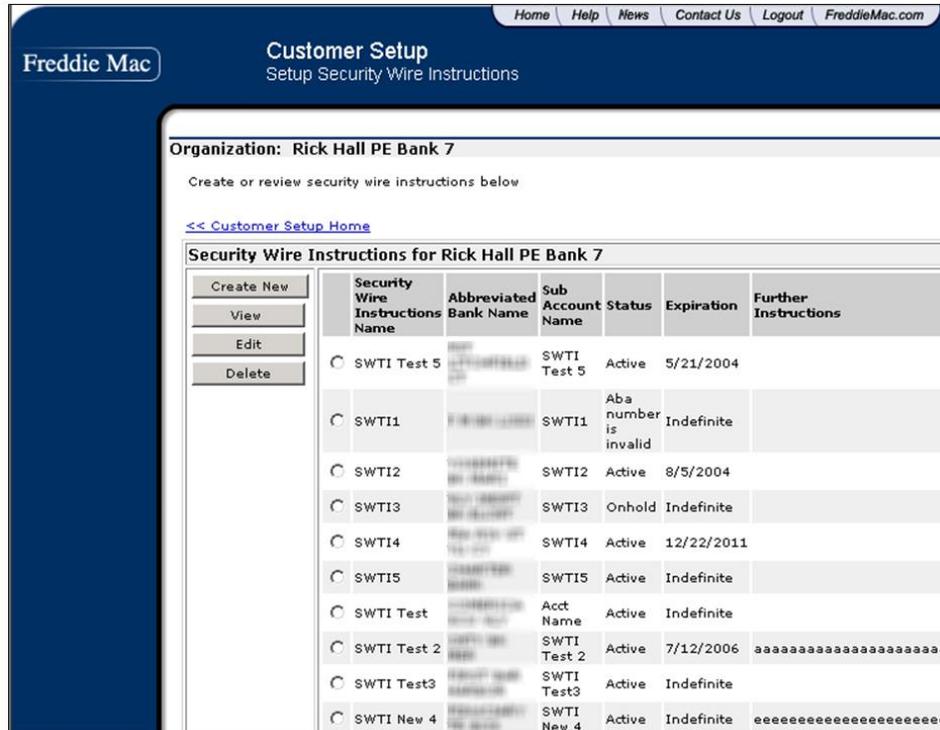
If wiring instructions are currently assigned to any pools, you may not expire the instructions without removing the instructions from the pools or waiting until after settlement. Follow the procedure below to expire security wire instructions.

1. From the Welcome to Selling System screen, click the **Admin** button. The Customer Setup Home screen displays.

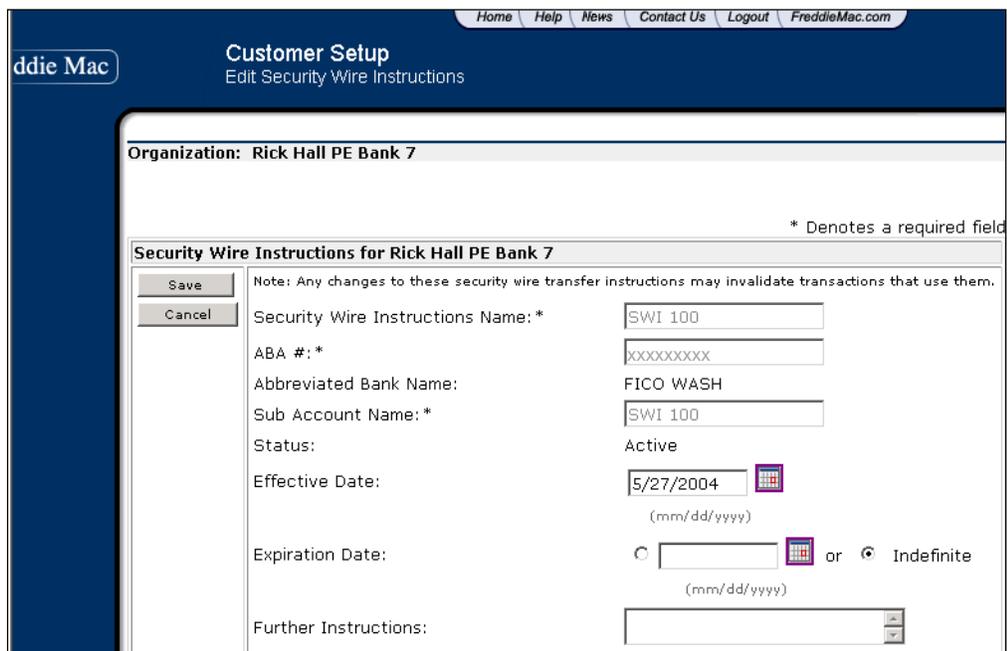


2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.

# Security Wire Instructions



3. Click the set of wire instructions you want to expire by selecting the radio button next to it.
4. Click **Edit**. The Edit Security Wire Instructions screen displays.



5. Enter the current date or a future date in the **Expiration Date** field. The expiration becomes effective the day after the expiration date.
6. Click **Save**.

# Security Wire Instructions

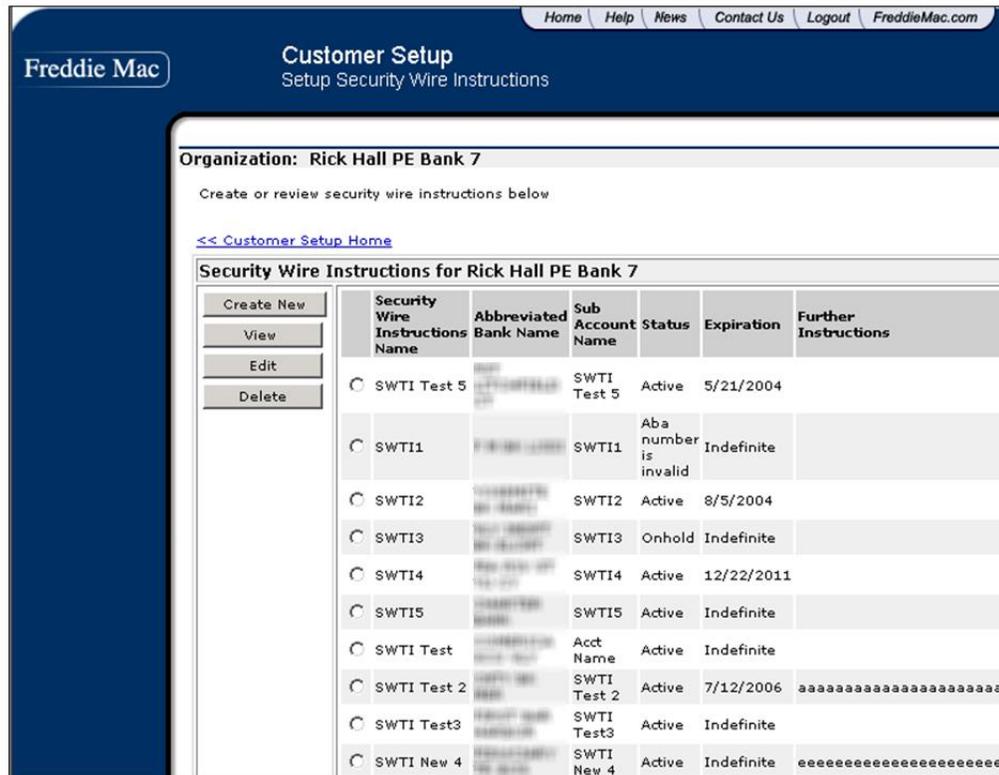
## Delete Security Wire Instructions

Follow the procedure below to delete security wire instructions.

1. From the Welcome to Selling System screen, click the **Admin** button. The Customer Setup Home screen displays.



2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.
3. Click the set of wire instructions you want to delete by selecting the radio button next to it. The set of wire instructions you select must have passed the expiration date.



If a wire instruction has been previously approved, remember to remove the wire instruction from the PC Pool before deleting.

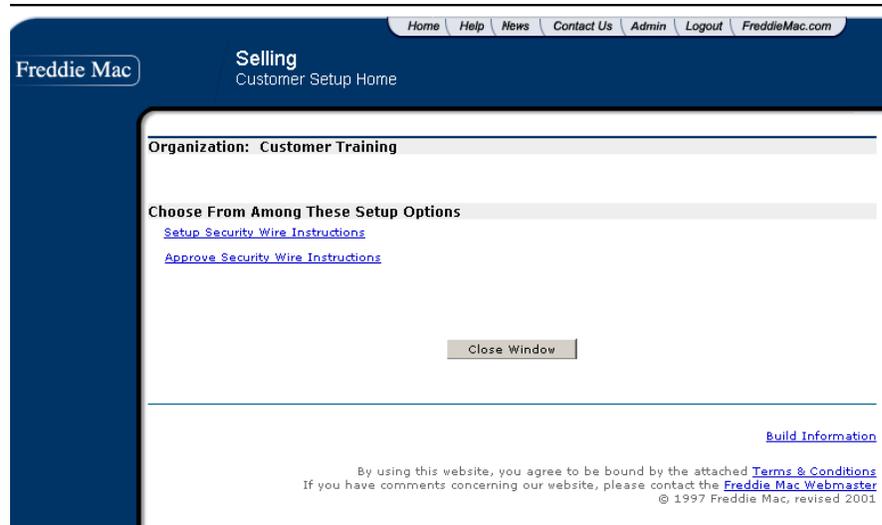
## Security Wire Instructions

4. Click **Delete**. A confirmation message appears: Are you sure you want to permanently remove this set of wire instructions?
5. Click **OK**. The security wire instructions are permanently deleted.

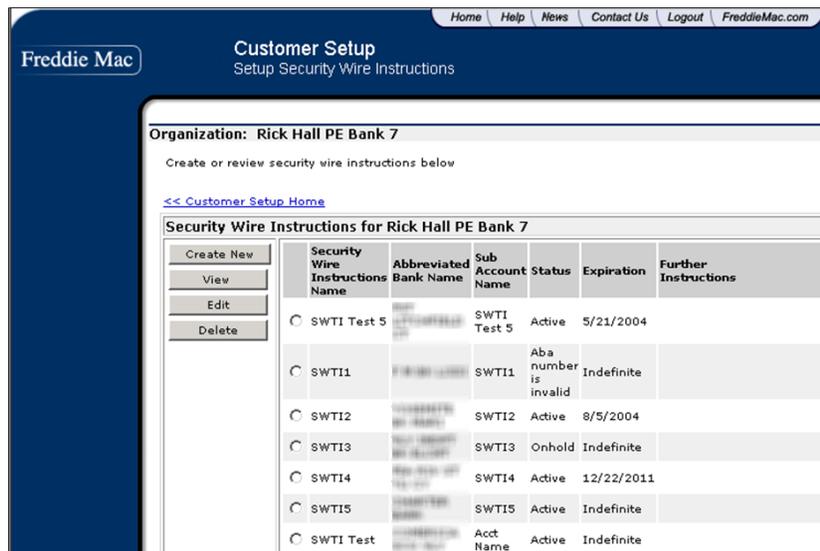
## View Security Wire Instructions

To view security wire instructions follow the instructions below.

1. From the Welcome to Selling System screen click the **Admin** button. The Customer Setup home page displays.



2. Click **Setup Security Wire Instructions**. The Setup Security Wire Instructions screen displays.



3. Click the radio button next to the set of security wire instructions you want to view.
4. Click **View**. The View Security Wire Instructions screen displays.

# Security Wire Instructions

The screenshot shows the Freddie Mac Customer Setup interface. At the top, there are navigation links: Home, Help, News, Contact Us, Logout, and FreddieMac.com. The main header reads "Freddie Mac Customer Setup" and "View Security Wire Instructions". Below this, the organization is identified as "Rick Hall PE Bank 7". A link "<< Back to Setup Security Wire Instructions" is visible. The main content area is titled "Security Wire Instructions for Rick Hall PE Bank 7" and contains a table of details:

<input type="button" value="Edit"/>	Security Wire Instructions Name:	SWI 100
<input type="button" value="Delete"/>	ABA #:	021033519
	Abbreviated Bank Name:	XXXXXXXX
	Sub Account Name:	SWI 100
	Status:	Active
	Effective Date:	5/27/2004
	Expiration Date:	6/4/2004
	Further Instructions:	

5. If you want to edit these wire instructions click **Edit** or click **<<Back to Setup Security Wire Instructions** to view another set of wire instructions.
6. Click **X** in the upper right corner of this screen to close the window and return to the Welcome to Selling System screen.

## Assign Wire Instructions

Only the **Security Wire Instructions Assigner** can perform the operation of assigning wire instructions. This function is completed from the Contract Details screen. Follow the steps below to assign security wire instructions.

1. From the Contract Details screen click the **View/Assign Wire instructions** link in the Contract Options box. The Assign Security Wire Instructions screen displays.

The screenshot shows the Freddie Mac Selling Assign Security Wire Instructions screen. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. The main header reads "Selling Assign Security Wire Instructions". Below this, there is a section titled "Add new or remove security wire instructions below and/or set wire amounts". The screen displays contract details:

Pool#: 1H0503 Settlement Date: 08/30/2005  
Contract #: 787806021 Final Delivery Due Date: 08/24/2005  
Contract Name: JBrown Security Amount: \$500,000.00  
CUSIP#: 080811208

Wire Instructions:  
FNLBB WASH/021031003/Veera Test/ (Bank Name/ABA#/Third Party/Further Credit Information)

Wire Amount: \$  or  Set wire amount to the final allocated loan UPB

Wire Amount Information	
Allocated Loan UPB:	\$0.00
Currently Assigned:	\$0.00
Amount Remaining (from Allocated Loan UPB):	\$0.00

[<<Back to Contract Details](#)

2. Click on the **Wire Instructions** drop-down menu to select the wire instructions you want to assign to this contract.

# Security Wire Instructions

- Enter the wire amount in the **Wire Amount** data field or click the check box **Set wire amount to the final allocated loan UPB**. You can view the allocated loan UPB in the Wire Amount Information box displayed on the screen. The sum of the security wire amounts must be less than or equal to the security amount.

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

**Selling**  
Assign Security Wire Instructions

Add new or remove security wire instructions below and/or set wire amounts

Pool#: 1H0503      Settlement Date: 08/30/2005  
 Contract#: 787906021      Final Delivery Due Date: 08/24/2005  
 Contract Name: JBrown      Security Amount: \$500,000.00  
 CUSIP#: 1440131000

Wire Instructions:  
 FHLBB WASH/021031003/Veera Test/ (Bank Name/ABA#/Third Party/Further Credit Information)

Wire Amount: \$ 250,000.00 or  Set wire amount to the final allocated loan UPB

Add Wire

Wire Amount Information	
Allocated Loan UPB:	\$0.00
Currently Assigned:	\$0.00
Amount Remaining (from Allocated Loan UPB):	\$0.00

Save Security Wire Instructions

[<<Back to Contract Details](#)

- Click **Add Wire**. The Assign Security Instructions screen re-displays with the wire you just added.

Home | Help | News | Contact Us | Admin | Logout | FreddieMac.com

**Selling**  
Assign Security Wire Instructions

Add new or remove security wire instructions below and/or set wire amounts

Pool#: 1H0503      Settlement Date: 08/30/2005  
 Contract#: 787906021      Final Delivery Due Date: 08/24/2005  
 Contract Name: JBrown      Security Amount: \$500,000.00  
 CUSIP#: 1440131000

Wire Instructions:  
 FHLBB WASH/021031003/Veera Test/ (Bank Name/ABA#/Third Party/Further Credit Information)

Wire Amount: \$ 250,000.00 or  Set wire amount to the final allocated loan UPB

Add Wire

You must click the Save Security Wire Instructions button to record your additions or changes.

Security Wire 1		Wire Amount Information	
Wire Instructions	<a href="#">Remove</a>	Allocated Loan UPB:	\$0.00
Bank Name:	FHLBB WASH	Currently Assigned:	\$250,000.00
ABA#:	021031003	Amount Remaining (from Allocated Loan UPB):	(\$250,000.00)
Third Party/FRB Subaccount:	Veera Test		
Further Credit Information:	Veera Test		
Amount:	\$250,000.00		

Save Security Wire Instructions

[<<Back to Contract Details](#)

# Security Wire Instructions

5. Click **Save Security Wire Instructions**. The Security Wire Instructions Confirmation screen displays a confirmation message the wire instructions have been successfully saved.

Organization: Test 2 PE Bank 7  
Seller/Service: 222222  
Branch: 00000010

**Confirmation:**  
Security wire instructions have been successfully saved

**Pool#:** 00000000000000000000  
**Contract#:** 00000000000000000000  
**Contract Name:** JBrown  
**Settlement Date:** 08/30/2005  
**Final Delivery Due Date:** 08/24/2005  
**Security Amount:** \$500,000.00  
**CUSIP#:** 100016002

Security Wire 1		Wire Amount Information	
<b>Wire Instructions</b>			
Bank Name:	FHLB WASH	Allocated Loan UPB:	\$0.00
ABA#:	022001003	Currently Assigned:	\$250,000.00
Third Party/FRB Subaccount:	Veera Test	Amount Remaining (from Allocated Loan UPB):	(\$250,000.00)
Further Credit Information:			
Amount:	\$250,000.00		

[<<Back to Contract Details](#)



The entire unpaid principal balance of the PC Pool (Security) must be assigned wire instructions before the contract and allocated loans can enter into a Ready to Fund state.

## Remove or Edit a Wire Instruction Assignment

You can remove or edit existing wire instructions. You may increase or decrease the amount of the wire or set the amount of the wire instruction to the final allocated loan UPB. To edit the wire instructions, you must remove the assignment and then add the wire instructions back with your modifications. Follow the instructions below to remove and edit a wire instruction from a contract.

1. From the Contract Details Screen click **View/Assign Wire Instructions** in the Contract Options box. The Assign Security Wire Instructions screen displays.

# Security Wire Instructions

Home Help News Contact Us Admin Logout FreddieMac.com

Selling  
Assign Security Wire Instructions

Organization: Customer Training  
Seller/Service: 822298  
Branch: 22222222

**Add new or remove security wire instructions below and/or set wire amounts:**

**Pool#:** A19216      **Settlement Date:** 6/11/2004  
**Contract#:** 783822817      **Final Delivery Due Date:** 6/8/2004  
**Security Amount:** \$1,587,432

Wire Instructions:  
  
(Bank Name/ABA#/Third Party/Further Credit Information)

Wire Amount:  \$ or  Set wire amount to the final allocated loan UPB

Security Wire 1	Wire Amount Information
<b>Wire Instructions</b> <a href="#">Remove</a>	Allocated Loan UPB: \$451,562.83
Bank Name: FICB WASH	Currently Assigned: \$1,000,000.00
ABA#: FICB03039	Amount Remaining (from Allocated Loan UPB): (548,438.00)
Third Party/FRB Subaccount: michael1	
Further Credit Information: this is a test. mw	
Amount: \$500,000.00	

Security Wire 2
<b>Wire Instructions</b> <a href="#">Remove</a>
Bank Name: REP CORP
ABA#: REP CORP
Third Party/FRB Subaccount: jwks
Further Credit Information:
Amount: \$500,000.00

[<<Back to Contract Details](#)

[Build Information](#)

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2. Select the wire instructions you want to remove or edit from the **Wire Instructions** drop-down menu.

To Remove:

- Click **Remove**. The Assign Security Wire Instructions screen re-displays with the selected wire assignment removed from the contract.
- Click **Save Security Wire Instructions**. The Security Wire Instructions Confirmation screen displays a confirmation message the wire instructions have been successfully saved.

# Security Wire Instructions

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Selling  
Assign Security Wire Instructions

Organization: Customer Training  
Seller/Service: 200000  
Branch: 220000047

Add new or remove security wire instructions below and/or set wire amounts:

**Pool#:** 2000000000      **Settlement Date:** 6/11/2004  
**Contract#:** 2000000000      **Final Delivery Due Date:** 6/8/2004  
**Security Amount:** \$1,587,432

Wire Instructions:    
(Bank Name/ABA#/Third Party/Further Credit Information)

Wire Amount:  \$ or  Set wire amount to the final allocated loan UPB

Security Wire 1		Wire Amount Information	
<b>Wire Instructions</b>	<a href="#">Remove</a> <input type="button" value="x"/>	Allocated Loan UPB:	\$451,562.83
Bank Name:	REFCORP	Currently Assigned:	\$500,000.00
ABA#:	021000017	Amount Remaining (from Allocated Loan UPB):	(48,438.00)
Third Party/FRB Subaccount:	jwks		
Further Credit Information:			
Amount:	\$500,000.00		

[<<Back to Contract Details](#)

To Edit:

- Enter the wire amount in the **Wire Amount** data field or click the check box **Set wire amount to the final allocated loan UPB**. You can view the allocated loan UPB in the Wire Amount Information box displayed on the screen. The sum of the security wire amounts must be less than or equal to the security amount.
- Click **Add Wire**.
- Click **Save Security Wire Instructions**. The Security Wire Instructions Confirmation screen displays a confirmation message the wire instructions have been successfully saved.

# Contract Fulfillment and Settlement of Guarantor & MultiLender Contracts

---

## Overview of Contract Fulfillment and Settlement

This chapter provides guidance on the requirements to finalize the contract and meet Freddie Mac's good delivery standards.

For the Guarantor and MultiLender Swap programs, settlement occurs when Freddie Mac purchases the mortgages and sells the PCs or Giant PCs to the Seller. For purposes of the Guide, the Settlement Date is the Funding Date. Mortgage delivery meeting Freddie Mac's Good delivery standards (see below), must be made in advance to meet the established Settlement Date.

## Freddie Mac's Good Delivery Standards

Sellers must comply with Freddie Mac's delivery standards to ensure timely Settlement. Good delivery standards and contract fulfillment encompass the delivery requirements summarized below, and as stated in Single-Family Seller/Service Guide ("Guide") Section 6301.8. These requirements must be completed no later than 8:00 PM, Eastern Time (ET) the business day before the Final Delivery Date for the contract to enter the Settlement Cycle:

- All loan delivery data is complete and accurate
- Selling system purchase edits are clear
- Enter Settlement Details, if applicable
- Notes are delivered to the Document Custodian
- Security Wire Instructions are assigned and wire amounts are correct
- Form 996E, Warehouse Provider Release and Transfer, if applicable, is executed, processed and received by Freddie Mac by **12:30 pm** the business day before the Settlement Date.

For more information, refer to [Good Delivery Standards for Fixed-rate Guarantor, MultiLender Swap and WAC ARM Guarantor](#).

## The Settlement Cycle and How it Works

The Settlement Cycle is the period during which Freddie Mac broadcasts the PC Pool to the Federal Reserve, publishes pool disclosure statistics, and prepares the Funding Detail Report and Form 15A or Form 15C, *Loan Purchase Statement*, as applicable. Once a contract enters the Settlement Cycle, loan edits (including removing and adding loans) and contract modifications are not permitted. For more information on the Settlement Cycle, refer to Chapter 3, Guarantor and MultiLender Contracts.

# Settlement Process for Guarantor and MultiLender Swap

The Settlement Cycle begins the morning after the Final Delivery Date and ends on the Settlement Date.



Settlement Cycle, funding cycle and purchase cycle are terms that can be used interchangeably in the selling system.

To help you better understand the requirements and task associated with meeting delivery requirements and the timing of those tasks, refer to the table below. It provides an example of actions to take before and after the contract enters the Settlement Cycle

The Business Day before the Final Delivery Date	By 8 PM on the Final Delivery Date	Day 1 of the Settlement Cycle	Before 8 PM on the business day before the Settlement Date	Settlement Date
<ul style="list-style-type: none"> <li>▪ Access the Contract and Loan Pipelines to identify and resolve outstanding issues that may prevent timely settlement</li> <li>▪ Enter Settlement Details</li> <li>▪ Forward Notes and supporting documents to the Document Custodian</li> <li>▪ Forward Form 996E, if applicable, to the Warehouse Lender</li> <li>▪ View Delivery Fees</li> </ul>	<p>This is the final day to:</p> <ul style="list-style-type: none"> <li>▪ Allocate loans to the contract</li> <li>▪ Modify or remove loans</li> <li>▪ Validate pools [Pool Valid=yes]</li> <li>▪ Evaluate Loans and clear all critical purchase edits</li> <li>▪ Price loans against the contract</li> <li>▪ Resolve any outstanding certification issues</li> <li>▪ As a safety measure, Assign and Save Security Wire Instructions</li> <li>▪ Submit Form of Additional Supplement, if applicable</li> </ul>	<p>Access Settlement Statements</p> <p>View, print or export:</p> <ul style="list-style-type: none"> <li>▪ Purchase Statement</li> <li>▪ Funding Details</li> </ul>	<ul style="list-style-type: none"> <li>▪ This is the final day to assign/change/modify Security Wire Instructions</li> <li>▪ Ensure Form 996E, if applicable, has been received and recorded and/or processed by Freddie Mac</li> </ul>	<p>Securities are issued</p>

# Settlement Process for Guarantor and MultiLender Swap



The Settlement Cycle is selected when the contract terms are created. The number of settlement cycle days can range anywhere from one to five days.

## Tasks to Fulfill the Contract and Meet Good Delivery Standards

To achieve timely settlement, ensure all contract fulfillment requirements and good delivery standards are met. Note, Freddie Mac does not require a specific order in which to carry out the tasks for delivery, however, certain tasks can only occur after the completion of a preceding and/or dependent task. For example, critical evaluation edits can be cleared only if loan data is present. Your organization may follow a different process depending on your internal process flow. In any event, Freddie Mac Settlement will occur after all requirements are met.

The table below describes the delivery task and links you to the section in this user guide that contains instruction on how to complete the task:

<b>Delivery Task</b>	<b>Location of Instruction/Tips (Click to view)</b>
Ensure all loan data is complete and accurate, and clear all critical purchase edits.	<a href="#">How to Evaluate Loans</a>
Enter Settlement Details, if applicable.	<a href="#">Enter Settlement Details</a>
Build Form 996E, and forward to the Warehouse Lender, if applicable.	<a href="#">Create/Build Form 996E</a>
Build Form 1034E & forward with Notes to the Document Custodian.	<a href="#">Create Certification Forms</a>
Validate the Pool and ensure the Pool Valid status in the Contract Details screen displays a status of Yes.	<a href="#">Pooling Criteria and Pool Validation Overview</a>
Ensure the Approval Status Summary section in the Contract Details screen displays Approved or Not Applicable. If it displays “Incomplete”, you may have to forward the Additional Supplement to Freddie Mac, if applicable.	<a href="#">Approval Status Summary</a>
Assign Security Wire Instructions. Ensure they are valid and that the amount of the wire is correct.	<a href="#">Assign Wire Instructions</a>

## ***What happens if a Contract Fails Settlement?***

## Settlement Process for Guarantor and MultiLender Swap

---

It's important to note that while a contract can enter the Settlement Cycle, it can fail settlement for the following reasons

- An unrecorded Form 996E
- Expired Security Wire Instructions, or
- Incomplete Additional Supplement Approval Summary (when applicable)

Note, Freddie Mac has the right to cancel or postpone Settlement as applicable, if the Seller does not complete the delivery requirements. If this occurs, one of two possible actions will occur:

<b>If the contract fails and...</b>	<b>Then Freddie Mac...</b>
it is NOT the end of the month,	will automatically advance the Settlement Date by 1 (one) business day and will send you an email notification.
it is the last day of the month,	will void the contract because the Selling System cannot move the Settlement Date to the following month and will send you an email notification.

Also refer to Guide Section 6301.8 and Chapters 6101, 6102, 6203, 6204 and 6205 for additional guidance.

### Pooling Criteria and Pool Validation Overview

The pool valid status indicator displays in the Funding section of the Contract Details screen and indicates whether the contract you have created meets the criteria for a valid pool.

A valid Gold PC Pool must have a security amount greater than \$1 million. In addition, the aggregate UPB of all relocation mortgages, extended buydown mortgages, or super conforming mortgages, as applicable, may not exceed 10 percent of the aggregate UPB of all mortgages in the applicable PC Pool unless your Purchase Documents provide the ability to deliver Gold PC Pools with a higher UPB percentage of these mortgages.

Refer to:

- Guide Chapter 6202 for pooling requirements.
- Your Master Agreement and/or Master Commitment for negotiated requirements for mortgages with special characteristics.

The minimum dollar amount for a commitment entered into under the MultiLender Swap program is \$1,000. The restrictions set forth above regarding relocation mortgages, extended buydown mortgages and super conforming mortgages also apply to deliveries under the MultiLender Swap program. See Guide Section 6202.3 for additional information.

A valid WAC ARM PC Pool must have a security amount of \$500,000 or greater. Under the WAC ARM Guarantor program, the aggregate UPB of extended buydown mortgages

# Settlement Process for Guarantor and MultiLender Swap

may not exceed 10 percent of the aggregate UPB of all the mortgages in the applicable WAC ARM PC Pool. See Guide Section 6202.4 for additional information.

The Pool Valid status indicator is shown below:

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**Selling**  
 Contract Details

---

**Investor Contract Identifier:** 123654789    **Pool #:** 1B4916    [Printer Friendly View](#)

**Summary of Contract Terms**

Contract Name:	Allocated Loan UPB:	\$1,117,050.55
CUSIP Number: 3128JQK64	Security Amount:	\$1,117,050.55
Master Commitment: IM00000000	Settlement Date:	04/06/2012
Approval Status Summary: <a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option: Guarantor	Loan Amortization Period Count:	0 - 360 months
Security Product: NonCnvt 10/1 1-Year LIBOR ARM 2/2/2-6	Loan Maturity Period Count:	0 - 360 months
Weighted Average Security Coupon: Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable
Prepayment Penalty Indicator: false	Interest And Payment Adjustment Index Lead Days Count:	25

**Funding Status**

Final Delivery Date: 4/03/2012 8PM EDT	<b>Servicing Terms</b>
<b>Pool Valid:</b> No	Servicing Option: Retained
Wire Ready: No	Servicer#: :XXXXXX
Contract Status: Accepted	Remittance Option: First Tuesday
Accepted Date: 4/03/2012 14:02:34	Super ARC Due Day: N/A
	Prepayment Remittance Due Days: 2 days

**Pricing**

Required Spread Gfee:	1.828 bps
Buy Up/Buy Down Option:	Neither Buy Up nor Buy Down
Gfee Add-on Program :	Contract Level <a href="#">View Gfee Terms</a>
Gold Rush Rate:	0.500 bps
Minimum Contract Servicing Spreads (Fees):	
Coupon:	0.250%
Net Margin Percent:	0.500%
Lifetime Ceiling:	0.500%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
4	4	4	0	0	0	0

**Contract Options**

- [Add Loan\(s\) to Contract](#)
- [Import Loans](#)
- [View/Assign Wire Instructions](#)
- [Modify Contract](#)
- [View Weighted Average Terms](#)
- [Validate Pool](#)
- [Refresh Contract Details](#)

**Loan Options**

- [Price Loans Against Contract](#)
- [Enter Settlement Details](#)
- [Evaluate Loan \(s\)](#)
- [Remove Loan \(s\) from Contract](#)
- [Build Form 996E](#)
- [Build Form 1034E](#)

Your contract will not move forward into the Settlement Cycle if pool validation criteria have not been met. Use the **Validate Pool** link (located in the Contract Options box) to have the selling system check for pool validation criteria at any time. Each time you modify loans or modify your contract you must re-validate the pool. When this happens, the selling system will enable the Pool Valid status indicator link as shown below:

Selling Mortgages to Freddie Mac Guarantor and MultiLender Swap  
Chapter10

Page 5  
September 2016

# Settlement Process for Guarantor and MultiLender Swap

Funding Status	
Final Delivery Date:	6/19/2014 8PM EDT
Pool Valid:	Yes
Wire Ready:	Yes
Contract Status:	Settlement Locked
Accepted Date:	6/10/2014 16:10:50

To check the Pool Valid status, follow these steps:

1. Click on the link to view the system message. An example is shown below:

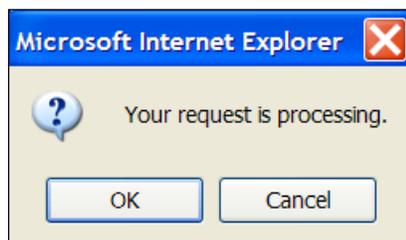


2. Click **Close Window** and return to the Contract Details screen. Follow the instructions to validate pool.

## Validate Pool

To validate a pool, follow the instructions below.

1. From the Contract Details screen, select the **Validate Pool** link in the Contract Options box. The following message will display:

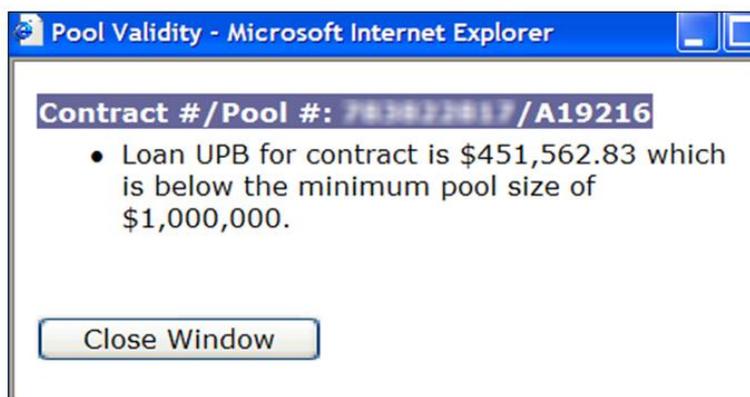


2. Click **OK**.

If the pool validity check fails, the Pool Validity window displays an error message, an example of which is shown below.

## Settlement Process for Guarantor and MultiLender Swap

---



3. Review the message and click **Close Window**.

# Settlement Process for Guarantor and MultiLender Swap

- Take the appropriate actions to meet the Validate Pool criteria and repeat the above steps.
- To determine if the pool validity check passes, you must exit this screen and return to the Contract Details screen to refresh the data. The Pool Valid status indicator will turn to Yes as displayed below.

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## Selling Contract Details

**Investor Contract Identifier:** 123654789    **Pool #:** 1B4916    [Printer Friendly View](#)

**Summary of Contract Terms**

Contract Name:		Allocated Loan UPB:	\$1,117,050.55
CUSIP Number:	3128JQK64	Security Amount:	\$1,117,050.55
Master Commitment:	M00000000	Settlement Date:	04/06/2012
Approval Status Summary:	<a href="#">Not Applicable</a>	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	0 - 360 months
Security Product:	NonCnvt 10/1 1-Year LIBOR ARM 2/2/2-6	Loan Maturity Period Count:	0 - 360 months
Weighted Average Security Coupon:	Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable
Prepayment Penalty Indicator:	false	Interest And Payment Adjustment Index Lead Days Count:	25

**Contract Options**

- [Add Loan\(s\) to Contract](#)
- [Import Loans](#)
- [View/Assign Wire](#)
- [Instructions](#)
- [Modify Contract](#)
- [View Weighted Average Terms](#)
- [Validate Pool](#)
- [Refresh Contract Details](#)

**Funding Status**

Final Delivery Date:	4/03/2012 8PM EDT
<b>Pool Valid:</b>	<b>Yes</b>
Wire Ready:	No
Contract Status:	Accepted
Accepted Date:	4/03/2012 14:02:34

**Servicing Terms**

Servicing Option:	Retained
Servicer#:	XXXXXX
Remittance Option:	First Tuesday
Super ARC Due Day:	N/A
Prepayment Remittance Due Days:	2 days

**Loan Options**

- [Price Loans Against Contract](#)
- [Enter Settlement Details](#)
- [Evaluate Loan\(s\)](#)
- [Remove Loan\(s\) from Contract](#)
- [Build Form 996E](#)
- [Build Form 1034E](#)

**Pricing**

Required Spread Gfee:	1.828 bps
Buy Up/Buy Down Option:	Neither Buy Up nor Buy Down
Gfee Add-on Program :	Contract Level <a href="#">View Gfee Terms</a>
Gold Rush Rate:	0,500 bps
Minimum Contract Servicing Spreads (Fees):	
Coupon:	0,250%
Net Margin Percent:	0,500%
Lifetime Ceiling:	0,500%

**Loan Summary Information**

# Loans Allocated	Loans with Edits not Cleared	Not Certified	Loans with Cert. Issues	996E Not Complete	Awaiting Warehouse Lender Assignment	Loans Not Priced
4	4	4	0	0	0	0

# Settlement Process for Guarantor and MultiLender Swap

## Approval Status Summary

The Approval Status Summary indicates whether Freddie Mac has received the Form of Additional Supplement – Prepayment Penalty Mortgages or other negotiated pooling products as defined in your Master Agreement/Master Commitment terms. One of three statuses may display:

Approval Status	Description
Not Applicable	This contract does not require the Form of Additional Supplement – Prepayment Penalty Mortgages.
Incomplete	This contract requires the Form of Additional Supplement – Prepayment Penalty Mortgages and Freddie Mac has not received the form.
Approved	This contract requires the Form of Additional Supplement – Prepayment Penalty Mortgages and Freddie Mac has received and approved the form.

The Form of Additional Supplement – Prepayment Penalty Mortgages is not required for 15-, 20-, and 30-year fixed-rate 3-year/2 percent description pools.

If an additional supplement is required, Freddie Mac must receive it no later than the Final Delivery Date. A contract will not move to a Ready to Fund status until the Form of Additional Supplement is received, processed, and approved by Freddie Mac.

The Approval Status Summary indicator is located on the Contract Details screen and an example is displayed below.

The screenshot shows a web interface for 'Selling Contract Details'. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and Fre. Below the navigation is a dark blue header with 'Selling Contract Details' and 'Organ Seller' on the right. The main content area displays contract identifiers: 'Investor Contract Identifier: 123654789' and 'Pool #: 1B4916', with a 'Printer Friendly View' link. A section titled 'Summary of Contract Terms' contains a table of contract details. The 'Approval Status Summary' row is highlighted with a red border and shows 'Not Applicable'. Other details include Contract Name, CUSIP Number, Master Commitment, Allocated Loan UPB, Security Amount, Settlement Date, MC Type, Loan Amortization Period, Loan Maturity Period Count, Security Product, Note Rate Percent Type, Weighted Average Security Coupon, and Prepayment Penalty Indicator.

Summary of Contract Terms			
Contract Name:		Allocated Loan UPB:	\$1,117,050.55
CUSIP Number:	3128JQK64	Security Amount:	\$1,117,050.55
Master Commitment:	M00000000	Settlement Date:	04/06/2012
Approval Status Summary:	Not Applicable	MC Type:	Flow
Execution Option:	Guarantor	Loan Amortization Period Count:	0 - 360 months
Security Product:	NonCnvt 10/1 1-Year LIBOR ARM 2/2/2-6	Loan Maturity Period Count:	0 - 360 months
Weighted Average Security Coupon:	Calculation shown on View Weighted Average Terms	Note Rate Percent Type:	Adjustable
Prepayment Penalty Indicator:	false	Interest And Payment Adjustment Index Lead Days Count:	25

# Settlement Process for Guarantor and MultiLender Swap

---

## When and Why Should I Enter Settlement Details?

Access this functionality if you are performing any of the following:

- Assigning warehouse lender/provider wiring instructions, if applicable
- Assigning an alternate Servicer, other than the default Servicer. If you select a Servicer Identifier that is different from the Designated Servicer # you will receive a critical edit if the validation of the Servicing Option and Designated Servicer selected for the contract fails.

Assigning an alternate Document Custodian, other than the default Document Custodian

If you only have one set of wiring instructions, Freddie Mac will use that set as your default. Your Servicer and Document Custodian will also default.

For more information on this function, refer to Chapter 7, Warehouse Lender Release Process.

## View Settlement Statements Overview

The selling system generates settlement information via reports that are available the morning after the Final Delivery Date and/or the first day of the Settlement Cycle. Access these reports using the **View Settlement Statements** link on the left navigation bar. The following reports are available:

- Settlement Summary (Purchase Statement)
- Funding Detail Report

The Settlement Summary discloses the total amount of the wire disbursement including settlement interest. The report is available as soon as the contract status reflects Settlement Locked. A sample follows:

# Settlement Process for Guarantor and MultiLender Swap

**Freddie Mac Form 15A/C**  
**Settlement Summary**  
**Weighted Average Coupon ARM PC**

---

**Seller Detail:**  
 Seller Name PE\_BANK1  
 Seller Identifier [REDACTED]  
 Seller Address XXXXXX ES BRANCH DRIVE COMMENT, FREDDIE CITY TX 99999

**Contract Detail:**  
 Contract Name GU\_12  
 Investor Contract Identifier [REDACTED]  
 Pool Number XXXXXX  
 CUSIP Number [REDACTED]  
 Security Product NonCnvt 5/1 1-Year LIBOR ARM 2/2/2-8

Contract Settlement Date March 9, 2012  
 Contract Amount \$ 2,903,707.00  
 Remittance Option First Tuesday  
 Prepayment Remittance Due Days 2  
 Participation Percent 100.0%

**WAC ARM Detail:**  
 Orig Wgtd Avg PC Coupon 1.984%  
 Orig Wgtd Avg Comp Margin 0.420%  
 Orig Wgtd Avg Comp Life 6.984%

**Mortgage Purchase Detail:**  
 Total of Unpaid Principal Balance \$ 2,903,707.16  
 Weighted Average Accounting Net Yield 2.012%  
 Total of Accrued Interest \$ 1,298.51  
 Grand Total of Mortgage Purchase \$ 2,905,005.67

**PC Detail:**  
 Total of Original Principal Balance \$ 2,903,707.00  
 PC Coupon 1.984%  
 Total of Accrued Interest \$ 1,280.21  
 Grand Total of PC Settlement \$ 2,904,987.21

Amount Due to Seller \$ 18.46  
 Total Par Amount Issued to Seller \$ 2,903,707.00

**PC Wire Instructions:**  
 ABA# 444444442  
 Receiver Bank Name XXXXXXXX;  
 Third Party/FRB Subaccount 1234  
 Further Credit Information XXX

---

To View Pool Supplement [click here](#)  
 Printed On: 04/09/2012 10:52 AM

Page 1 of 2

**Loan Detail**

Seller Loan Identifier	FHLMC Loan Number	Interest Rate	Accounting Net Yield	Principal Purchased	Accrued Interest
ESEC_LNSCENARIO_050	400004812	4.000%	2.000%	158,839.63	70.59
ESEC_LNSC_054B	400005029	4.250%	2.250%	349,033.88	174.51
ESEC_LNSC_054C	400005030	4.125%	2.125%	398,870.86	188.35
ESEC_LNSC_054D	400005027	4.000%	2.000%	415,796.35	184.79
ESEC_LNSC_054E	400005028	3.750%	1.750%	403,778.11	167.02
ESEC_LNSC_054A	400005031	4.000%	2.000%	234,350.55	99.71
ESEC_LNSCENARIO1_050	400004941	4.000%	2.000%	158,839.63	70.59
ESEC_LNSCENARIO2_050	400004940	4.000%	2.000%	158,839.63	70.59
ESEC_LNSCENARIO3_050	400004939	4.000%	2.000%	158,839.63	70.59
ESEC_LNSCENARIO4_050	400004938	4.000%	2.000%	158,839.63	70.59
ESEC_LNSCENARIO5_050	400004942	4.000%	2.000%	158,839.63	70.59
ESEC_LNSCENARIO6_050	400004943	4.000%	2.000%	158,839.63	70.59
<b>Total</b>		wtd. ave. note rate. 4.012%	2.012%	\$ 2,903,707.16	\$ 1,298.51

The **Funding Details Report** provides detailed loan information for accounting and investor reporting purposes. The report is available as soon as the contract status reflects Settlement Locked. A sample follows:

# Settlement Process for Guarantor and MultiLender Swap

**Freddie Mac Funding Details Report**

**Seller Name:** PE\_BANK1  
**Seller Identifier:** XXXXXX  
**Organization ID:** XXXXXX  
**Seller Address:** 8000 JONES BRANCH DRIVE COMMENT FREDDIE CITY TX 99999

**Contract Name:** GU\_12  
**Investor Contract Identifier:** XXXXXX  
**Contract Product:** 1 1-Year LIBOR ARM 2/2-6  
**Participation Percent:** 100.000%

**Remittance Option:** First Tuesday  
**Prepayment Remittance Due Days:** 2

**Designated Servicer Name:** PE\_BANK1  
**Servicer Identifier:** 121898  
**Servicer Address:** 8000 JONES BRANCH DRIVE COMMENT FREDDIE CITY TX 99999

**Settlement Summary**

Seller Loan Identifier	FHLMC Loan Number	P & I Payment Amount	Lact Paid Installment Due Date	Interest Rate	ANY Rate	First Rate Adjustment Effective Date	Accounting Net Margin	Accounting Net Life Cap	Remaining Maturity Period Count	Principal Purchased	Basis Points +/- Bought	BU/BD Ratio	BU/BD Proceeds
<b>Settlement Date: 03/09/2012</b>													
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O_050	XXXXXX												
E2ECLNSC_064B	XXXXXX	1,721.79	03/01/2012	4.250%	2.250%	01/01/2017	0.000%	0.000%	358	349,033.88	(0.00)	0.00	0.00
E2ECLNSC_064C	XXXXXX	1,938.60	03/01/2012	4.125%	2.125%	01/01/2017	0.500%	0.000%	358	398,870.86	(0.00)	0.00	0.00
E2ECLNSC_064D	XXXXXX	1,990.82	03/01/2012	4.000%	2.000%	01/01/2017	0.250%	0.000%	358	415,796.35	(0.00)	0.00	0.00
E2ECLNSC_064E	XXXXXX	1,875.62	03/01/2012	3.750%	1.750%	01/01/2017	0.750%	0.000%	358	403,778.11	(0.00)	0.00	0.00
E2ECLNSC_064A	XXXXXX	1,074.18	03/01/2012	4.000%	2.000%	01/01/2017	0.625%	0.000%	358	224,350.55	(0.00)	0.00	0.00
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O1_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O2_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O3_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O4_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O5_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O6_050	XXXXXX												
E2EC_UNSCENARI	XXXXXX	763.86	02/01/2012	4.000%	2.000%	01/01/2013	0.500%	0.000%	356	158,839.63	(0.00)	0.00	0.00
O6_050	XXXXXX												
<b>Grand Total</b>										<b>\$ 2,900,707.18</b>			<b>\$ 0.00</b>

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# Settlement Process for Guarantor and MultiLender Swap

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## View Settlement Statements

1. From the left navigation bar select **View Settlement Statements**. The View Settlement Statements: Search screen displays.

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**Selling**  
View Settlement Statements: Search

**Select Contracts**

Execution Type:  Cash  Guarantor  Multilender  Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From:   to    
(mm/dd/yyyy) (mm/dd/yyyy)

2. Select the Execution Type of Guarantor, Multilender or Guarantor/Multilender.
3. Enter your search criteria. Click **View Contracts**. The View Settlement Statements screen displays.

# Settlement Process for Guarantor and MultiLender Swap

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## Selling

View Settlement Statements

The combined total of all loans in the contracts you select to View cannot exceed 15,000.  
The combined total of all loans in the contracts you select to Export cannot exceed 60,000.

**Select Contracts**

Execution Type:  Cash  Guarantor  Multilender  Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From:  to   
(mm/dd/yyyy) (mm/dd/yyyy)

<input type="checkbox"/>	Contract Name	Investor Contract Identifier	Pool #	Settlement Date	Status
<input type="checkbox"/>	GU_12	XXXXXXXX	1B4904	2012-03-09	Fulfilled
<input type="checkbox"/>	Tst_Arm_1	XXXXXXXX	1B4906	2012-03-09	Settlement Locked
<input type="checkbox"/>	ML_01	XXXXXXXX	T65077	2012-03-09	Fulfilled
<input type="checkbox"/>	GU_10	XXXXXXXX	J10834	2012-03-09	Fulfilled
<input type="checkbox"/>	DIM1A6MOLIBORMOD	XXXXXXXX	1A0249	2012-03-09	Fulfilled

Total Loans Selected: 0

Select Page Total Selected: 0

Displaying: 1 - 5 of 5 contracts contracts per page: 25

4. Select the check box next to the Contract Name for which you want to view statements.
5. Click **View Purchase Statements** to view the Loan Purchase Statement or click **View Funding Details** to view the Funding Detail Report. Your requested statement displays in Adobe Acrobat as a PDF file.
6. Click **Export Funding Details** to export funding details in the comma delimited (.csv) format. You may save or open the file.
7. To print, click the printer icon in the browser toolbar.

## Export Funding Detail

Follow the steps below to export funding detail.

1. From the left navigation bar select **View Settlement Statements**. The View Settlement Statements: Search screen displays.

# Settlement Process for Guarantor and MultiLender Swap

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**Selling**  
View Settlement Statements: Search

**Select Contracts**

Execution Type:  Cash  Guarantor  Multilender  Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From:  to:   
(mm/dd/yyyy) (mm/dd/yyyy)

2. Select the Execution Type of Guarantor, Multilender or Guarantor/Multilender.
3. Enter your search criteria. Click **Search**. The View Settlement Statements screen displays.
4. Select the box to the left of the Contract Name to export the funding details.

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**Selling**  
View Settlement Statements

The combined total of all loans in the contracts you select to View cannot exceed 15,000.  
The combined total of all loans in the contracts you select to Export cannot exceed 60,000.

**Select Contracts**

Execution Type:  Cash  Guarantor  Multilender  Guarantor/Multilender

Contract Name:

Investor Contract Identifier:

Seller Loan Identifier:

Pool #:

Settlement Date: From:  to:   
(mm/dd/yyyy) (mm/dd/yyyy)

	Contract Name	Investor Contract Identifier	Pool #	Settlement Date	Status
<input checked="" type="checkbox"/>	GU_12	XXXXXXXX	1B4904	2012-03-09	Fulfilled
<input type="checkbox"/>	Tst_Arm_1	XXXXXXXX	1B4906	2012-03-09	Settlement Locked
<input type="checkbox"/>	ML_01	XXXXXXXX	T65077	2012-03-09	Fulfilled
<input type="checkbox"/>	GU_10	XXXXXXXX	J10834	2012-03-09	Fulfilled
<input type="checkbox"/>	DIM1A6MOLIBORMOD	XXXXXXXX	1A0249	2012-03-09	Fulfilled

Total Loans Selected: 12

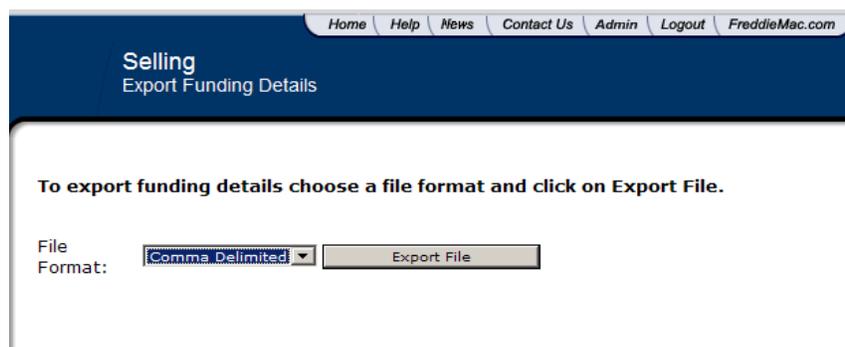
Select Page Total Selected: 1

Displaying: 1 - 5 of 5 contracts contracts per page: 25

## Settlement Process for Guarantor and MultiLender Swap

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5. Click **Export Funding Details**. The Export Funding Details screen displays.



6. Select **Comma Delimited** from the **File Format** drop-down menu.
7. Click **Export File**. A window appears asking if you want to "Open this file from its current location" or if you want to "Save this file to disk".
8. Make your selection.
9. If you choose "Open this file from its current location", the Funding Detail data will open in the comma delimited format chosen.
10. If you choose "Save this file to disk", the Save As window appears. Type in the name of your file in the **File Name** field.
11. When the download is complete, you will be able to open the file or close the window. To view your file, access it the same way you access other files on your computer.

### Guarantor Pool Supplement Information

For each PC Pool formed under the Guarantor program, Freddie Mac will make a Pool Supplement available on <http://www.freddiemac.com/mbs/> and via a link in the Selling System to the Form 15, which will be available on the first day of the Settlement Cycle. The Pool Supplement contains information about the mortgages in the PC Pool as of the Settlement Date. You may also obtain a copy of the Pool Supplement by contacting Investor Inquiry at (800) 336-3672, or via email at [Investor\\_Inquiry@freddiemac.com](mailto:Investor_Inquiry@freddiemac.com).

If the information in the Pool Supplement is inaccurate or incomplete, you must immediately inform Freddie Mac and provide Freddie Mac with any corrections necessary. Neither you nor any of your affiliates may make any use of the Pool Supplement if any information contained therein is inaccurate or incomplete.

For more information, refer to Guide Section 6201.16.

### MultiLender Pool Supplement Information

For each PC Pool or Giant PC Pool formed under the MultiLender Swap program, Freddie Mac will make available on a [Pool Supplement](#), information about the mortgages in the PC Pool, or a Giant Offering Circular Supplement containing information about the PCs underlying the Giant PC Pool as of the Settlement Date. The Pool Supplement and Giant Offering Circular Supplement will be available the first business day following the

# Settlement Process for Guarantor and MultiLender Swap

Securities Industry and Financial Markets Association (SIFMA) Class D monthly securities settlement date. You may also obtain a copy of the Pool Supplement and Giant Offering Circular Supplement by contacting Investor Inquiry at (800)336-3672 or via email at [Investor\\_Inquiry@freddiemac.com](mailto:Investor_Inquiry@freddiemac.com).

If information about the mortgages sold under the MultiLender Swap program is inaccurate or incomplete, you must immediately inform Freddie Mac and provide Freddie Mac with any corrections necessary. Neither you nor your affiliates may make any use of the Pool Supplement or Giant Offering Circular Supplement if any information contained therein is inaccurate or incomplete.

For more information, refer to Guide Section 6201.16.

## Access and View Delivery and Gfee Add-on Pricing Detail

You must use the Loan Pipeline's Advanced Search feature to search for allocated loans with Gfee Add-Ons. Perform the following steps to view Gfee Add-On pricing:

1. Go to the left navigation bar and click **Loan Pipeline**.
2. Click the **Advanced Search** tab.

If you select the Basic Search tab the loan pipeline results will display modified pipeline results that exclude the Gfee Add-On detail.

3. Enter at least one search criteria field.
4. Click **List Loans**.

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there is a navigation bar with links for Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this, the 'Selling Loan Pipeline' header is visible. The main content area has two tabs: 'Basic Search' and 'Advanced Search', with 'Advanced Search' selected. The search form includes several fields: 'Loan Status' (dropdown), 'Seller Loan #' (text), 'Borrower Last Name' (text), 'Original Interest Rate' (range), 'Evaluation Status' (dropdown), 'Contract #' (text, with 'XXXXXXXX' entered), 'Pool #' (text), 'Requested Settlement Date' (range with calendar icons), 'Loan Interest Type' (radio buttons for Fixed, ARM, Both), and 'Loan Product' (dropdown). There are also checkboxes for 'Unallocated loans' and 'ASAP'. At the bottom of the form, there are 'List Loans' and 'Clear Entries' buttons.

The Selling System will display a list of all allocated loans.

# Settlement Process for Guarantor and MultiLender Swap

The screenshot shows the 'Selling Loan Pipeline' interface. At the top, there are navigation links: Home, Help, News, Contact Us, Admin, Logout, and FreddieMac.com. Below this is a search section with 'Basic Search' and 'Advanced Search' tabs. The search filters include Loan Status, Seller Loan #, Borrower Last Name, Original Interest Rate, Evaluation Status, Contract #, Pool #, Requested Settlement Date, Loan Interest Type, and Loan Product. There are buttons for 'List Loans' and 'Clear Entries'. Below the search filters are buttons for 'View/Modify', 'Evaluate', 'Delete', 'Compare with LP', and 'Calculate Scheduled UPB'. The main area displays a table of loans with columns: Select, Seller Loan #, Freddie Mac Loan #, Borrower Last Name, Contract #, Pool #, Contract Expires, UPB, Original Interest Rate, Loan Product, Loan Status, Certification Status, Edits, Wire, 996 Complete, Requested Settlement Date, Total Gfee Add ons, and Total Delivery Fees. A callout box with a green border and arrow points to the 'Total Gfee Add ons' column, with the text 'Access the Fee Breakdown Window by clicking the link.' The table contains 7 rows of loan data.

Select	Seller Loan #	Freddie Mac Loan #	Borrower Last Name	Contract #	Pool #	Contract Expires	UPB	Original Interest Rate	Loan Product	Loan Status	Certification Status	Edits	Wire	996 Complete	Requested Settlement Date	Total Gfee Add ons	Total Delivery Fees
<input type="checkbox"/>			XXXX			01/12/2012	\$266,664.08	4.750%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	13,400 bps	\$5,333.28
<input type="checkbox"/>			XXX			01/12/2012	\$318,348.97	4.750%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	Not Applicable	\$9,152.53
<input type="checkbox"/>			XXXBES			01/12/2012	\$189,306.01	4.625%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	3,400 bps	\$3,785.13
<input type="checkbox"/>			XXX			01/12/2012	\$561,127.10	4.500%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	3,400 bps	\$11,222.90
<input type="checkbox"/>			XXXLEBY			01/12/2012	\$199,907.42	4.875%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	3,400 bps	\$3,998.15
<input type="checkbox"/>			XXXEA			01/12/2012	\$261,614.81	4.625%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	3,400 bps	\$5,232.30
<input type="checkbox"/>			XXXEL			01/12/2012	\$546,826.80	4.875%	30-Year Fixed-Rate Conventional	Funded	Certified	Y	Y	N/A	01/12/2012	3,400 bps	\$10,936.30

Locate the loan you want to view.

- In the column titled Total Gfee Add ons (the Add-Ons will display in bps), click the bps amount link shown.

The Fee Breakdown window opens, providing a detailed breakdown of all fees associated with the loan.